

Temporary Road Closures

Information For Event Organisers

If you need to temporarily close a road in the Queenstown Lakes District for an event, construction, or other purpose, you must apply for a Temporary Road Closure (TRC) through Queenstown Lakes District Council (QLDC). This fact sheet outlines the process for applying, the information required, and important considerations to help ensure a smooth application process.

The assessment process



STEP 1

QLDC TRC processing officer assesses all Temporary Road Closure (TRC) applications based on their potential impact on the community and local businesses.



STEP 2

QLDC TRC processing officer prepares a recommendation for the QLDC Chief Executive or the Wanaka-Upper Clutha Community Board (depending on the location of the proposed TRC).



STEP 3

Decision issued. If the closure is approved, certain conditions will apply that must be followed.

Application fee

Each TRC application requires an initial fee to cover the costs of processing and due diligence. You can find the current fee on [QLDC's Fees & Charges webpage](#).

Conditions of approval

If your application is approved, specific conditions will be imposed that must be followed throughout the road closure. Make sure you fully read and understand these requirements.

How to apply for a temporary road closure

» Start by filling out the [Temporary Road Closure Application Form](#)

» Prepare the required documents

Along with your application form, please prepare the following:

Cover letter: Detail your application and include alternative roads if applicable.

Location map: Show the area and roads to be closed.

Waka Kotahi approval: If the closure affects a State Highway, provide authorisation from Waka Kotahi New Zealand Transport Agency.

Rubbish/refuse arrangements: Outline how you will manage waste during the road closure.

Consultation details: Provide information on how you have informed affected parties. Detail and address any concerns raised by them.

Additional considerations

Community feedback: Have you considered any feedback from past events, and how will you address concerns for this event?

Parking spaces: Will you be closing car park spaces before the closure begins? If so, please provide details including evidence for the need to close parking spaces and any alternative parking arrangements being provided.

Large events: For large events, consider providing a park-and-ride option to help reduce traffic congestion.

» Submit your application and supporting documentation

You can submit your application and supporting documentation using the [online Community Portal](#) or by emailing engineeringapprovals@qldc.govt.nz

Application timeframes

- » Please lodge your application for a TRC at least **three months** prior to the proposed event. This is to allow time for review, query response, and approvals to occur. The Wānaka Upper Clutha community board consider applications during meetings occurring every six weeks.
- » For large events attracting over 1000 people, we recommend submitting your application **at least six months** before the event to allow time for public notification and addressing any concerns from QLDC or from the community.

Informing the public

As per the Local Government Act 1974, all approved Temporary Road Closures will be notified in local newspapers. QLDC will notify approved TRCs in the Mountain Scene or (for TRCs based in Wānaka Upper Clutha) the Wānaka Sun at the applicant's cost.

Need help?

For further information or guidance on how to apply for a TRC, please contact QLDC at engineeringapprovals@qldc.govt.nz

For a comprehensive guide to temporary road closures, please refer to the

 **Temporary Road Closure Policy Guideline.**

