

6 August 2026

MC1481

The Secretary
Kaipara District Licensing Committee
Private Bag 1001
Dargaville 0340

Inspectors Report

Sale and Supply of Alcohol Act 201 (the Act)

Introduction

This Inspector's report has been prepared for the purpose of section 220 (2) of the Act in the matter of an application by Heather Anne Watts (the applicant) pursuant to section 219 of the Act for a manager's certificate.

Proposed Use

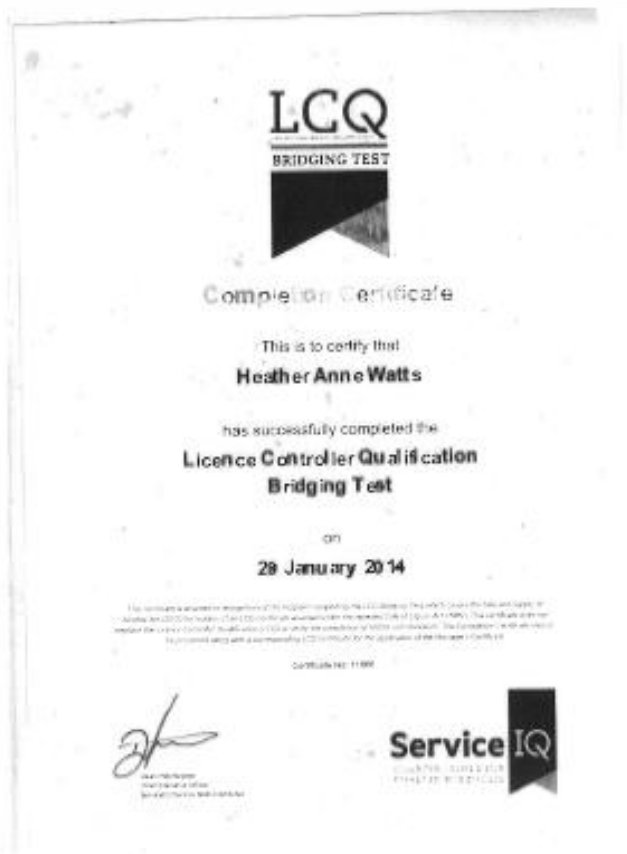
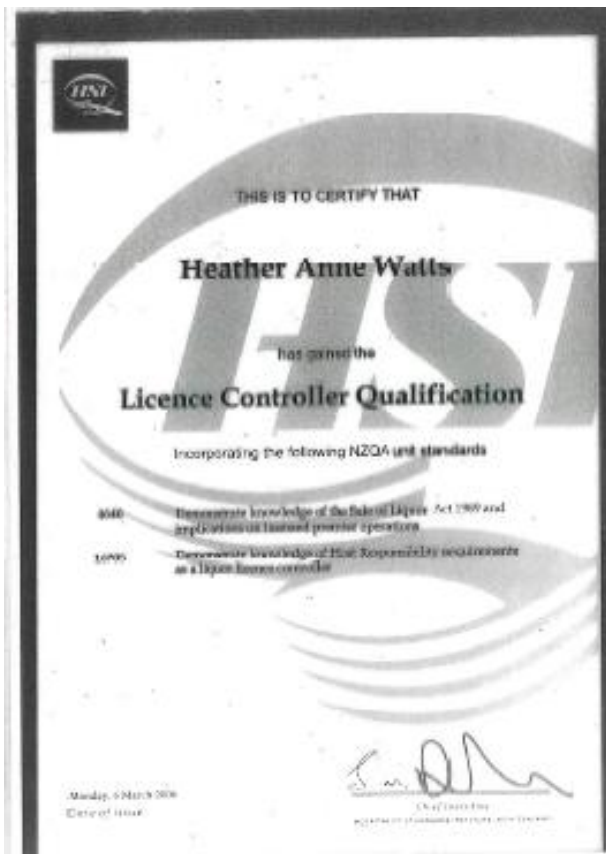
The applicant has confirmed that, if granted, the manager's certificate is proposed to be utilised at licensed premises situated within the Kaipara District. In particular, the applicant intends to utilise the certificate at premises known as Northern Wairoa RSA which operates under the authority of a current club licence.

Experience

The applicant has attained six months recent experience working under the supervision of a duty manager. The applicant first obtained a managers certificate in 2001 and allowed her certificate to expire on 14 February 2024. She formerly worked at Dargaville Club, the Northern Wairoa Golf Club and the Northern Wairoa RSA. The applicant has now returned to the Northern Wairoa RSA working on a part time basis.

Prescribed Qualification

The applicant has completed NZQA unit standards 4646 and 16705 and has provided a Licence Controller Qualification (LCQ) certificate issued on 6 March 2006 in respect of the Sale of Liquor Act 1989. The applicant is therefore required to provide a completion certificate issued in respect of the LCQ Bridging Test. The applicant has successfully completed the LCQ Bridging Test and has provided a completion certificate issued on 29 January 2014.



Interview

The applicant attended an interview with the Inspector on Thursday 6 August 2026. The interview included an assessment of the applicant's knowledge and understanding in terms of the Sale and Supply of Alcohol Act 2012 and host responsibility.

During the interview, the applicant has displayed an excellent level of knowledge of the Act and host responsibility that reflects her industry experience and seems appropriate in terms of her proposed role. The applicant is aware of their responsibilities as a duty manager.

Criteria

The applicant's suitability to be a manager

I have investigated this application and there are no matters which call into question the character and reputation of the applicant.

Any convictions recorded against the applicant

A search of the Alcohol Regulatory and Licensing Authority's decisions database does not reveal any convictions or holdings recorded against the applicant.

Any experience, in particular recent experience, that the applicant has had in controlling any premises for which a licence was in force

In terms of the Authority's expectations around experience, the applicant has accrued the requisite experience working under the supervision of a duty manager. I know of no matters which would suggest that the applicant's management of licensed premises is other than satisfactory in terms of compliance with provisions of the Act.

Any relevant training, in particular recent training, that the applicant has undertaken and evidence that the applicant holds the prescribed qualification required under section 218

The applicant has completed the NZQA unit standards 4646 and 16705 and holds the prescribed qualification.

Any matters dealt with in any report made under section 220

In a report dated 3 August 2026 the Police have raised no opposition to the granting of the certificate.

Recommendation

That the application by Heather Anne Watts for a manager's certificate be granted on the papers by the Kaipara District Licensing Committee. I further recommend that if the application for a new manager's certificate is granted by the Kaipara District Licensing Committee, number 03/CERT/027/2026, should issue immediately.



Fiona Poyner

Kaipara District Licensing Inspector