

LICENSING HEARING

Minutes of the meeting held on 3 June 2019 commencing at 10.30 am

Present: Cllrs. Abraham, Clack and Pett

Alex Lepingwell Chris Beale	Neverworld Event Manager Neverworld Noise Consultant
Sandra Wadsworth Jacqueline Kelly	Resident Resident
Cllr Dickins Cllr Coleman Cllr Carroll	Councillor Councillor Councillor
Nick Chapman	Assistant Environmental Health Manager (SDC)
David Lagzdins Michael Moss Charlotte Sinclair	Legal Advisor (SDC) Licensing Officer (SDC) Democratic Services Officer (SDC)

1. Appointment of Chairman

Resolved: That Cllr. Clack be appointed Chairman of the meeting.

(Councillor Clack in the Chair)

2. Declarations of interest

No additional declarations of interest were made.

3. Report to Licensing Sub-Committee following receipt of representations in relation to an application for New Premises Licence Made Under The Licensing Act 2003 For Neverworld (Wilderness Farm, Wilderness Lane, Hever, Kent TN8 7LP (19/00902/LAPRE).

The Chairman welcomed everyone to the meeting and advised that the Applicant was delayed and therefore adjourned the Hearing until 11am.

Meeting adjourned 10.31am

Meeting reconvened 11.05am

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The Chairman advised that the Applicant was still delayed but was happy for the Hearing to commence without him, due to the Neverworld Noise Consultant being present. He advised that until the Applicant was in attendance the focus would be on noise.

The Hearing heard from the Noise Consultant who advised that lessons had been learnt from the previous year and a good relationship had been built with Environmental Health to adjust levels and put controls in place to mitigate noise. He advised that discussions had taken place between the Environmental Health Officer and himself prior to the Hearing and they had agreed to a closing hour of 23:00 on the Thursday and to reduce the daytime LAeq measurements to 55dBA rather than the 65dBA. It was requested that after the hours of 23:00, LAeq were at 45dBA rather than last year's 35dBA as it resulted in difficulties to operate at such a level. Last year weather conditions meant that the ambient noise levels and sound travelled more, making it difficult to remain within the agreed conditions. Background noise of aircraft also made it difficult to identify the source of any noise. A shut down time of 02:00 on Friday and Saturday would be applied and any music after 02:00 would be incidental background music.

The Hearing was advised that there had been an incident at the event last year on the Saturday night when the music at the festival was shut down due to conditions on the licence not being met as the noise was above the agreed levels. This shut down was proactively carried out by event staff.

The Environmental Health Officer addressed the Hearing and informed that additional enhancements would be put in place, including communication and radio coverage to all monitoring points. Additional monitoring equipment would be placed at the north of the site. Concession stands would have their output power limited and control would remain with the Noise Consultant to stop the noise if it increased.

The Licensing Officer [tabled](#) additional comments received from a resident following the supplementary agenda that was published and summarised additional comments received. The Noise Consultant advised that the propagation modelling was a guide and so standard conditions were assumed. Additional monitoring and improved internet connections for reliability of communications would be in place and telephone numbers would be circulated when available.

A local resident objecting to the application raised concern that the changes to the event plans and previous promises were not being met and that the bass from the music was detrimental to the residents and the biodiversity of the site. Another local resident also expressed her concerns for the biodiversity of the site, the community and the impact on her health from the noise of the bass.

In response to Members' questions the Noise consultant confirmed that the noise limitations included low frequency levels.

The Environmental Health Officer further advised that 45dBA was not classed as a statutory nuisance. He was in agreement that 35dBA was not an easy level to maintain and advised the importance of an end time. Abatement notices could be

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used if needed, however the phased shut down of music at the festival did work well last year and he was confident this could happen again if required.

The Chairman advised the Hearing that the Applicant had arrived and would therefore provide a short adjournment.

Meeting adjourned 12:15pm
Meeting reconvened 12:34pm

The Chairman welcomed everyone back to the meeting.

The Hearing gave consideration to the report by the Licensing Officer giving details of an application for a new time limited premise licence under the Licensing Act 2003. He provided a brief overview of the application and gave details of the licensable activities proposed, clarified the non-licensable activities and summarised how the Event Safety Management Plan detailed how steps would be taking to meet the licensing objectives. He advised that 4 letters of objection had been received and 1 letter in support.

The Applicant advised that the event provided economic development and cultural growth for the young people of the area. Free training at Neverworld was provided for anyone over 18 to gain their safety qualification and donations were provided to the local schools and some businesses. The applicant noted that most of the representations made were due to concerns with noise, however he believed that they had mitigated noise where possible, and reiterated that there would be no live entertainment after 23:00 on Thursday, with only background music in conjunction with refreshments.

The Applicant responded to questions from the Sub-Committee and advised that there was 24hour security on site, and feedback had been taken on to ensure that entry could only be with a ticket. There were a number of checkpoints and if someone entered without a ticket they would be removed. There were 80 SIA trained security personnel on site and there had only been one small violence issue recorded previously. The alcohol licence requested was until 03:00 rather than 06:00 as was the case last year. The Police had not commented on the application and a memorandum of understanding was being undertaken.

It was hoped that more attendees would use the shuttle bus provided from the train station and it was confirmed there would be a person to guide the public to the bus. The car park was also closer to the road and lessons had been learnt from last year's event to improve signage. The Applicant addressed the concern raised of litter, and confirmed that the new company employed to deal with the clear up would not be allowed to leave the site without a full sign off from him.

The Chairman of the Hearing adjourned the meeting for lunch.

Meeting adjourned 13.15pm
Meeting reconvened 14.05pm

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The Chairman welcomed everyone back to the Hearing and allowed the objectors to ask questions of the Applicant. The Applicant advised that searches of people and vehicles for alcohol and drugs would take place before being able to enter the site. If restricted substances were found, they would not be allowed on site. There were also amnesty bins provided. The Hearing was advised that tickets could only be purchased online and were scanned upon entrance. The figures could be provided to the council demonstrating the number of people who had entered. Neverworld was a family orientated event and bands were provided for children 12 and under with parent contact details, an additional band was also provided for toddlers and younger, which had a lock and could not be tampered with.

At 14:40 the Hearing Panel Members withdrew to consider the issues raised, accompanied by the Council's Legal Advisor and Clerk to the Hearing for the purpose of providing advice only.

At 15:27 the Hearing Panel Members, Council's Legal Advisor and Clerk to the Hearing returned to the Chamber.

The Chairman informed the Hearing that the Sub-Committee had had regard to the representations made by the Applicant and interested parties, the Licensing Objectives, the Statutory Guidance issued under Section 182 of the Act and the Council's Statement of Licensing Policy and was therefore granting the application subject to additional conditions, where appropriate, to address potential undermining of the licensing objectives.

Resolved: That a Time Limited Premises Licence in respect of Neverworld, Wilderness Farm, Wilderness Lane, Hever, Kent TN8 7LP subject to mandatory conditions and additional conditions contained in the notice of determination attached as an appendix to these minutes, be granted.

THE MEETING WAS CONCLUDED AT 3.37 PM

CHAIRMAN

LICENSING ACT 2003 - Section 23

Notice of determination for application premises licence

To: Phizzwizards Limited (Neverworld)

of: Wilderness Farm, Wilderness Lane, Hever, Kent. TN8 7LP

Ref: 19/00902/LAPRE

Sevenoaks District Council being the licensing authority, on the 12 March 2019 received an application for a premises licence in respect of premises known as Wilderness Farm, Wilderness Lane, Hever, Kent. TN8 7LP

On the 3 June 2019 there being valid representations which were received and had not been withdrawn, a hearing was held to consider these representations, and having considered them the Licensing Sub-Committee determined as follows:

To grant the Premises Licence:

Section A To allow the performance of plays both indoors and outdoors on

01 Aug 12:00 to 23:59

02 Aug 00:00 to 23:59

03 Aug 00:00 to 23:59

Section B To allow the exhibition of films both indoors and outdoors on

01 Aug 12:00 to 23:59

02 Aug 00:00 to 23:59

03 Aug 00:00 to 23:59

04 Aug 00:00 to 03:00

Section D To allow boxing or wrestling entertainments both indoors and outdoors on

01 Aug 12:00 to 23:59

02 Aug 00:00 to 02:00

02 Aug 10:00 to 23:59

03 Aug 00:00 to 02:00

03 Aug 08:00 to 23:59

04 Aug 00:00 to 02:00

Section E To allow live music both indoors and outdoors on

01 Aug 12:00 to 23:00

02 Aug 10:00 to 23:59

03 Aug 00:00 to 02:00

03 Aug 10:00 to 23:59

04 Aug 00:00 to 02:00

- Section F To allow recorded music both indoors and outdoors on
 01 Aug 12:00 to 23:00
 02 Aug 10:00 to 23:59
 03 Aug 00:00 to 02:00
 03 Aug 10:00 to 23:59
 04 Aug 00:00 to 02:00
- Section G To allow the performance of dance both indoors and outdoors on
 01 Aug 12:00 to 23:59
 02 Aug 00:00 to 03:00
 02 Aug 10:00 to 23:59
 03 Aug 00:00 to 03:00
 03 Aug 10:00 to 23:59
 04 Aug 00:00 to 03:00
- Section I To allow late night refreshments both indoors and outdoors on
 01 Aug 23:00 to 23:59
 02 Aug 00:00 to 03:00
 02 Aug 23:00 to 23:59
 03 Aug 00:00 to 03:00
 03 Aug 23:00 to 23:59
 04 Aug 00:00 to 03:00
- Section J To allow the sale of alcohol for consumption on the premises only
 01 Aug 12:00 to 23:59
 02 Aug 00:00 to 03:00
 02 Aug 08:00 to 23:59
 03 Aug 00:00 to 03:00
 03 Aug 08:00 to 23:59
 04 Aug 00:00 to 03:00
- Section L To allow the premises to be open to the public
 01 Aug 12:00 to 23:59
 02 Aug 00:00 to 23:59
 03 Aug 00:00 to 23:59
 04 Aug 00:00 to 12:00

To add the conditions on the Licence as follows:

Mandatory conditions - the following conditions will be added to the premises licence when it is issued.

1. The supply of alcohol

- Where a premises licence authorises the supply of alcohol, the licence must

include the following conditions:-

No supply of alcohol may be made under the premises licence -

- (a) at a time where there is no designated premises supervisor in respect of the premises licence, or
- (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

- Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

2. Mandatory conditions in force from 28 May 2014

- 1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
- 2. For the purposes of the condition set out in paragraph 1-
 - (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979
 - (b) "permitted price" is the price found by applying the formula— $P = D + (D \times V)$
where -
 - (i) P is the permitted price,
 - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
 - (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
 - (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
 - (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer

of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4.

(1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

3. Mandatory Conditions in force from 01 October 2014

1.

(1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to

encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

3.

- (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
 - (a) a holographic mark, or
 - (b) an ultraviolet feature.

4. The responsible person must ensure that—

- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the

quantity of alcohol to be sold, the customer is made aware that these measures are available."

4. Door supervision

Any premises which includes a condition that door supervisors must be at the premises to carry out a security activity, shall ensure that each such person is licensed to conduct such activities by the Security Industry Authority.

5. Exhibition of films

Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.

Where -

- (a) the film classification body is not specified in the licence, or
- (b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question,

admission of children must be restricted in accordance with any recommendation made by that licensing authority.

In this section:-

"children" means person aged under 18; and

"film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

Operating Schedule conditions

1. The Main Stage (Operating Friday & Saturday only) will close at 00:00hrs.
2. Under 18s will wear brightly coloured 'Under 18s' wristband, children 12 and under will wear a similar wristband with the telephone number of their elected guardian.

The following additional conditions:

1. Noise

Live and Recorded Music shall only take place during the following periods

Thursday- 10:00 to 23:00

Friday- 10:00 to 00:00

Saturday- 00:00 to 02:00

Saturday- 10:00 to 00:00

Sunday- 00:00 to 02:00

Playing of low level 'background' music may take place during the

Saturday- 02:00 to 03:00

Sunday- 02:00 to 03:00

Sunday- 10:00 to 18:00

The use of microphones by MCs and DJs, is permitted only between the hours of 10:00 and 23:00 on any day. Microphones may be used for emergency announcement and spoken word including comedy, cabaret and poetry performance at any other time.

Low level background music shall be defined as: recorded music played in association with the consumption of refreshment. It shall not constitute 'entertainment' but will simply provide ambiance to other activities.

2. The following Music Noise Levels shall apply to the event.

Day	Time	LAeq (1 minute) measured at 1 meter from noise sensitive and/or locations specified in conditions 10 &12	Noise levels in the 63Hz and 125Hz octave frequency bands (at noise sensitive premises more than 2km away from the Licensed Premises Only)
Thursday	10:00 to 23:00	55dBA	70
Friday	10:00 to 23:00	55dBA	70
	23:00 to 00:00	45dBA	62dBLeq(1 min) 63Hz octave and 59dBLeq (1 min) 125Hz octave
Saturday	00:00 to 03:00	45dBA	62dBLeq (1 min) 63Hz octave and 59dBLeq (1 min) 125Hz Octave
	10:00 to 23:00	55dBA	70
	23:00 to 24:00	45dBA	62dBLeq (1 min) 63Hz Octave and 59dBLeq (1min) 125Hz Octave)
Sunday	00:00 to 03:00	45dBA	62dBLeq (1 min) 63Hz octave and 59dBLeq (1

			min) 125Hz Octave
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3. Basis of measurement

- Mindful of the difficulty in avoiding noise from aircraft, noise measurements will be recorded in period intervals of 1 minute. Aircraft noise will be redacted and at the end of each 15 minute period the arithmetic mean of the remaining measurements will be calculated. The result will be used as the test for compliance with license conditions.

4. At least two weeks prior to the event, the licensee shall provide the Environmental Protection Team with details of all sound equipment, staging and acoustic mitigation proposed to be in use during the event. Such details shall include acoustic calculations/ mapping to predict the cumulative MNL and demonstrate how the proposed systems will be sufficient to ensure that the offsite MNL shall not be exceeded.
5. At least two weeks prior to the event a methodology shall be agreed with the Environmental Health Team (confirmed in writing) by which sound propagation test(s) shall be undertaken. Such testing shall include all sound stages and shall take place prior to any regulated entertainment taking place.
6. The sound propagation testing will take place between 20:00 and 21:00 on Wednesday 31 July 2019.
7. The Environmental Health Team will be notified at least 4 hours in advance of testing taking place to allow for officers to be present during sound checks.
8. The licensee shall nominate, in writing, a sound engineer (SPL Track) who throughout the course of the event shall be in control of the Music Noise Level (MNL). This sound engineer shall operate independently of any DJ, or artiste in all music areas within the licensed site.
9. The licensee's sound engineer shall take continuous noise measurement readings from a minimum of four locations agreed in advance of the event with the District Council's Environmental Protection Officer. The monitoring locations will be sited so as to be representative residential exposure to the MNL from the event at Truggers Lane, Rectory Lane, Pigdown Lane and Markbeece. A further offsite monitor will be supplied for use if necessary.
10. Data from these monitoring locations shall be made available via remote reporting to the Environmental Protection Officer via a dedicated web-portal or similar throughout the course of the event.

11. The licensee's sound engineer shall take additional noise measurement readings as necessary to ensure compliance at noise sensitive properties.
12. At all times during the playing of regulated or unregulated entertainment, the licensee shall nominate in writing a minimum of 2 additional persons who shall assist the licensee's sound engineer with onsite management of the MNL. These nominated persons shall carry out any and all instructions given by the licensee's sound engineer or the District Council's Environmental Protection Officer to reduce or modify the MNL to ensure compliance with the relevant noise conditions.
13. The Licensee shall ensure that adequate communications methods (site radios/ designated mobile phone channels) are in place to enable the appointed acoustic consultant to communicate quickly and effectively with relevant sound engineers from all offsite monitoring locations.
14. Concessions (food vehicles/ bars/ shops etc) should not be allowed to bring independent sound systems with a power output in excess of 100 watts onto site as these can influence the overall noise level of the event and are difficult to control. Such systems where used shall not be audible beyond 10m from the system. The acoustic consultant shall have sufficient authority to require that these are switched off or if necessary removed.
15. The licensee shall maintain and man a complaint telephone line throughout the event. The licensee shall ensure that where a mobile telephone is to be used, that an appropriate network provider is selected to ensure good network service during the course of the event. This telephone number shall be provided to the Environmental Health Team at least two weeks in advance of the event.
16. During the event the licensee shall ensure that calls are answered and responded to within 15 minutes. A schedule of persons responsible for monitoring the complaint telephone will be supplied to the licensing authority.
17. Where anonymous complaints are received, the licensee shall make reasonable effort to investigate the details of the complaint and take action as appropriate. Public information will ask callers to provide a postcode in order to locate complaints, however they will not be required to supply names or telephone numbers.
18. All calls shall be logged. The Environmental Protection Team shall have online view of the event noise log at all times.

19. Where calls are received in respect of the MNL, the licensee shall visit the area in focus and undertake noise measurements to ascertain the validity of the complaint. Where MNLs are found to exceed those in condition 4. Immediate steps will be taken to reduce the MNL to the levels agreed.
20. At least 1 week prior to the event the licensee will send a letter to all residents within 1 km of the event site. The wording of the letter shall be provided to the Environmental Protection Team and will as a minimum contain the following:
 - a. Details of event timings
 - b. Information on agreed noise levels
 - c. Details of complaints procedure (including complaint telephone line)
 - d. Steps that will be taken to rectify complaints.
21. No Helicopter landings or take offs, other than any required in response to an emergency, shall take place at the premises for the duration of the event.
22. No Special effects, fireworks, strobes, lasers or pyrotechnic effects are to be used or take place within the licensed premises area without the written approval of the District Council which shall not be unreasonably withheld.
23. All lighting shall be designed to ensure it does not result in unreasonable light trespass/intrusion or glare at nearby residential properties.
24. Challenge 25 will be in operation at the entrance to the event area and at all places where the sale of alcohol is permitted.
25. Signage will be clearly displayed at all places where the sale of alcohol is permitted advising customers that Challenge 25 is in operation.
26. SIA licensed security will be used in any positions where searching, refusal of entry, patrolling or intervention may be required and at the sites of all licensable activities.
27. Stewards and volunteers will be used to assist with general information and monitoring of activity around the site; this team will not replace or replicate the provisions of the SIA licensed security team.
28. All security staff, stewards and volunteers will be suitably briefed in their duties prior to the admission of the public to the site and before entertainment provision starts on each event day. This briefing should include, but is not limited to, communications, emergency procedures and welfare.
29. It shall be a condition of entry that each attendee will be searched upon entry

to the event site. All searching will be carried out by suitably accredited staff and any prohibited items will be retained securely by staff.

30. Amnesty bins provided by the organiser at point of entry to the event area, these must be adequately secured and emptied by suitable staff. Any items removed from these bins should be securely stored and dealt with in an appropriate manner.
31. All security staff, stewards and volunteers will wear clothing which makes them easily identifiable to members of the public.
32. All staff are required to wear the correct Personal protective equipment (PPE) for the activities they are undertaking at all times. All PPE must be in a clean and useable state.
33. Key staff shall be issued with a radio; this includes key staff at the site of each licensable activity and the security team
34. All staff shall be provided a contact sheet prior to the event stating the frequencies each team will be using on the radio and a list of mobile numbers in the event of radio failure.
35. Public car parking will be managed through experienced traffic management staff that shall be fully visible and identifiable during the duration of the event.
36. Posters will be displayed at all exits requesting attendees leave quietly, this message will be reinforced by stewards and volunteers as necessary.

38. A log book will be maintained detailing any incidents and accidents occurring on or within close proximity of the site or any complaints received by any means in relation to the event from any person, responsible authority or staff. It shall also record any refused sales to underage persons. Any such record must be signed and dated by the person making the entry and must be produced to an authorised officer of the local authority or to a police officer on reasonable request.
39. No unaccompanied children will be permitted on the event site at any time.
40. Any plays or wrestling performances provided will be non-amplified and not require the use of any large PA amplification.
41. Amnesty bins will be provide at the entrances to the campsite and the entrance to the area.

This licence granted at the Hearing is effective from the 3 June 2019

Dated: 3 June 2019

Please address any communications to:

Licensing Partnership

Sevenoaks District Council

Council Offices

PO Box 182

Argyle Road

Sevenoaks

Kent TN13 1GP

Note: Pursuant to Part 1 of Schedule 5 of the Licensing Act 2003 as amended, any party eligible to appeal must appeal to a magistrates' court within 21 days beginning with the day on which the appellant was notified by the licensing authority of the decision appealed against.