

# Appendix 3



Neighbourhoods Directorate  
Licensing Section  
Jack Crawford House  
Commercial Road  
Sunderland  
SR2 8QR

0191 5615022

20 January 2020

**Invoice number: 2803055505**

Messrs John Kerr and Paul Rowe  
Reubens Bar  
20 Vine Place  
Sunderland  
SR1 3NA

Dear Sirs

**Licensing Act 2003 – Premises Licence Annual Fee**  
**Reubens Bar, 20 Vine Place, Sunderland, SR1 3NA**

I write further to the invoice issued in respect of the annual fee for the above licensed premises. (Please see attached).

Our records indicate that the annual fee of £180.00 has not been paid and therefore remains outstanding.

**You are advised that failure to pay this fee will result in the suspension of the Premises Licence.** To avoid the suspension taking effect, you must pay the outstanding fee of £180.00 before 7 February 2020.

You may make a payment using one of the methods detailed on the attached copy invoice. If you choose to pay by telephone, please ring 0191 5205550.

If you have any queries regarding this matter, please contact the licensing office on 0191 5615022.

Your faithfully

**Dawn Howley**  
**Senior Licensing Officer**