

Appendix 14

Corporate Services,
Income & Payments Section,
PO Box 100,
Civic Centre,
Sunderland,
SR2 7DN

COPY


**Sunderland
City Council**

WWW.SUNDERLAND.GOV.UK

INVOICE

Invoice To:
Mr. Paul Rowe
Reubens Bar
20 Vine Place
Sunderland
Tyne and Wear
SR1 3NA

VAT Registration No: GB178210271

Date: 12.02.2021

Invoice Number: 2803072596
Date Payment due: 12.03.2021
Internal Ref. 19/00062/PRE
Customer Number: 427322
Purchase Order Number: 19/00062/PREMDP

Supply Date	Details	Amount £	VAT Rate %	VAT Amount £	Total Charge £
12.02.21	<p>Licence Costs</p> <p>Licensing Act 2003 - Premises Licence Annual Fee for:</p> <p>Reubens Bar 20 Vine Place Sunderland SR1 3NA</p> <p>This invoice in respect of the annual fee has been sent to you as you are the holder of the premises licence/club premises certificate for these premises.</p> <p>The date upon which the fee became due was November 2020</p> <p>You are liable for this annual fee even if you are no longer operating at these premises as this licence/certificate has not been surrendered or transferred to another party.</p> <p>If you no longer wish to retain your licence/certificate and do not wish to receive invoices in future you must either transfer or surrender the</p>	180.00	0.00	0.00	180.00

How to Contact Us - Please quote Invoice number in all cases.

Queries relating to Charge: Licensing Section, 0191 561 5022

Payment Enquiries: Income Section, (0191) 5611856.

By Letter: Sunderland City Council, Income Section, PO Box 100, Civic Centre, Sunderland, SR2 7DN

By E-mail: accounts.r@sunderland.gov.uk

FOR DETAILS ON HOW TO PAY PLEASE SEE OVERLEAF

IF A RECEIPT IS REQUIRED THEN PLEASE TICK THIS BOX

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INVOICE continued

Invoice Number: 2803072596
Date Payment due: 12.03.2021
Internal Ref: 19/00062/PRE
Customer Number: 427322

Supply Date	Details	Amount £	VAT Rate %	VAT Amount £	Total Charge £
	<p>licence/certificate.</p> <p>Information on how to transfer a licence/certificate can be found on the Council's website at www.sunderland.gov.uk</p> <p>If you wish to surrender the licence/certificate you can do so by writing to the Council at:</p> <p>Licensing Section Sunderland City Council Jack Crawford House Commercial Road Sunderland SR2 7DN</p> <p>Including either the original licence/certificate or, if you have lost the licence/certificate, a lost number from the Police.</p> <p>If you believe that this fee has already been paid please forward the payment details to the Licensing Section either at the above address or via e-mail at licensing@sunderland.gov.uk.</p> <p>Failure to pay this invoice could result in your licence/certificate being suspended until such time as the invoice is paid in full.</p>				
Total Amount Due		180.00		0.00	180.00

HOW TO PAY - please ensure the Invoice number is quoted on every occasion.

Payment by Direct Debit - If you would like the opportunity of paying your invoice by this method then please contact the Recovery Team on 0191 5611856.

Payment by Debit or Credit Card - You can pay by debit or credit card 24 hours a day on telephone number 0191 520 5588 and choose "Sundry Debtors" from the available options.

Payment via the internet - Go to www.sunderland.gov.uk/payonline and select "Sundry Debtors" from the available options.

Payment by BACS/CHAPS - via the Natwest Bank quoting your invoice number to account number 46623590 sort code: 55-61-11. Please forward your remittance advice by email to cashiers@sunderland.gov.uk

In Person - At the Customer Service Centre, 31 - 32 Fawcett Street, Sunderland, SR1 1RE. Please check the website at www.sunderland.gov.uk/customerservices for opening hours.

Payment by post - Cheques should be made payable to Sunderland City Council quoting the invoice number and posted to Sunderland City Council, Corporate Services, Civic Centre, Sunderland, SR2 7DN.

Payment Difficulties?

The invoice is due for payment now, however in cases of genuine difficulty it may be possible to make an arrangement to pay the balance over a longer period. To discuss this further please contact the Recovery Section on 0191 561 1856 as soon as possible.

Please see below some contact details for organisations who offer free debt advice.

Debt Management	Contact Information
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Money Advice Service	- https://www.moneyadviceservice.org.uk/en/categories/taking-control-of-debt
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Citizens Advice Sunderland	- www.citizensadvice.org.uk - 0300 330 1194
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Shiney Advice and Resource Project (ShARP)	- https://www.shineyadvice.org.uk/ - 0191 385 6687
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Sunderland West Advice Project	- www.pallionactiongroup.co.uk/swap/swap.htm - 0191 514 2930
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Sunderland City Council Debt and Money Advice web pages	- https://www.sunderland.gov.uk/article/13324/Debt-and-money-advice
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Mr. Paul Rowe
Reubens Bar
20 Vine Place
Sunderland
Tyne and Wear
SR1 3NA

VAT Reg. No: GB178210271

Date: 23.08.2021

Customer Number: 427322

REMINDER NOTE

Dear Sir/Madam,

I would like to draw your attention to the invoice(s) shown below which are now overdue.

Date	Reference Number	Customer PO Number	Amount Due	Days Overdue
12.02.2021	2803072596	19/00062/PREMDP	180.00	164

Total Amount Now Due

180.00

I should be obliged if you would forward your payment of the above invoice(s) immediately.

If for any reason the invoice is disputed then please advise my Income Section of the nature of your query without delay.

Yours faithfully

Jon Ritchie
Executive Director of Corporate Services

How To Contact Us - Please quote invoice number in all cases.

By Phone: Our telephone number is: (0191) 561 1856
By Letter: Sunderland City Council, Income Section, PO Box 100; Civic Centre,
Sunderland, SR2 7DN
By E-mail: accounts.r@sunderland.gov.uk

FOR DETAILS ON HOW TO PAY PLEASE SEE OVERLEAF

If payment has been made in the last seven days please disregard this reminder

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Sunderland West Advice Project	- www.pallionactiongroup.co.uk/swap/swap.htm - 0191 514 2930
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