

## Collection of correspondence between CBC and Tan's Coffee Box

The fire truck isn't a trader I was aware of or one, from our records, that I can see was ever licensed. If they were to continue trading, they would need to contact us to make an application and would be subject to the same criteria as above for fees.

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**From:** Licensing (CBC) <[Licensing@cheltenham.gov.uk](mailto:Licensing@cheltenham.gov.uk)>  
**Sent:** Thursday, May 23, 2024 2:17 PM  
**To:** 'Tan's Coffee Box' [REDACTED]  
**Subject:** RE: Street Trading application - 24/00922/STA

Good afternoon Tanya

Thank you for your reply.

Our system shows a trader being licensed at this location from 2021–2023.

As you are submitting a brand new application for a new business, unfortunately we will require you to produce the supporting documents. To date, we have not received a photograph of the trailer or a scale plan.

If these can please be provided we can proceed with your application.

Kind regards

**Catherine Drinkwater**  
Senior Licensing Officer

On 24 Apr 2025, at 13:50, Licensing (CBC) <[Licensing@cheltenham.gov.uk](mailto:Licensing@cheltenham.gov.uk)> wrote:

Good afternoon Tanya

Thank you for forwarding on your policy document so promptly – it is much appreciated.

I am afraid the legislation which governs street trading applies equally to private and public land; for the purposes of a street trading consent, 'street' applies equally to any road, footway, beach, or other area to which the public have access without payment. As the churchyard, and followingly your unit, do not require payment by the public to access the site, an annual fee will be payable for you to have consent to trade.

My understanding, from looking at our records, is that invoicing was not set up on our side last year to reflect this. As this was an administrative error by the Council, all fees for 24 / 25 will be waived, and it will only be fees for 25 / 26 that are due. The total annual fee payable for 25 / 26 is £4372.27 (reduced from £5114.99 as you do not trade on Sundays). We can, of course, invoice this monthly if you were prefer, making the fee £364.36 per month.

Please let me know how you would prefer to be invoiced; I can then forward on instructions for payment of the first fee and set up a subscription with our accounts for those following.

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There is, of course, the exemption which you highlight which involves a charge for entering the site at which street trading would take place. If you wished to pursue this route, we would expect an individual to be stationed on every point of access to the churchyard taking payment at all times you were operating. This payment would need to apply equally to everyone, regardless of whether they are a customer of Tan's Coffee Box. If you are able to arrange for this, the activity would become exempt from street trading.

As detailed previously, the fee relates to enforcement, inspection, and administration as a cost recovery exercise. The Council also has discretion to adjust the fee based upon the duration of the consent, location, items sold, and any other criteria they deem relevant.

On 25 Apr 2025, at 09:11, Licensing (CBC) <[Licensing@cheltenham.gov.uk](mailto:Licensing@cheltenham.gov.uk)> wrote:

Hi Tanya

No worries at all – your current consent expires on 19<sup>th</sup> June so you have almost two months to decide whether you want to renew. I appreciate it is a large, and unexpected, cost that should have been communicated to you when your initial application was made, and I am sorry that this was not the case.

The highest street trading fee is for a hot food unit in the town centre, which totals £5857.52 for annual consent. This is followed by drinks units, which total £5114.99. I have asked my manager for some information on how our street trading fees are calculated, and I will come back to you on this point once I have some feedback.

In the meantime, please let me know if you have any questions or I can be of any further assistance.

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**From:** "Licensing (CBC)" <[Licensing@cheltenham.gov.uk](mailto:Licensing@cheltenham.gov.uk)>  
**Date:** 29 May 2025 at 14:31:33 BST  
**To:** Tan's Coffee Box [REDACTED]  
**Subject:** RE: Tans Coffee Box

Hi Tanya

Apologies for the delay in coming back to you, and thank you for your patience whilst I discussed this with my manager.

Upon grant of any street trading licence, all traders are required to pay a consent fee. These are usually invoiced monthly to traders as the lump sum can total thousands of pounds. We levy a consent fee for a variety of reasons, but the charges ultimately come down to cost recovery for the Council which is typically routed to our enforcement team to allow them to respond to complaints; investigate and inspect traders; or pursue legal action, such as prosecution, through the courts.

In the interest of fairness (our other traders pay these fees with no exemptions) and in line with the above, we would not seek to waive the fee in this instance. We have, however, re-evaluated the fee quoted below. We would now be looking to charge a total of £3298.35 for annual consent, equating to a monthly payment of £274.86. We would, of course, continue to waive any fees due for this first year of trading that is coming to an end.

We hold that these fees are fair to levy given:

- The Council's need for cost recovery;
- Fairness in that other similar traders are charged at the appropriate rate;
- That our website states, at the point of application, a consent fee will be charged; and
- That no backdated fees are being collected given this was the Council's administrative error and we consider that you have, accordingly, been operating legitimately and legally in the period covered within your consent.

Finally, I once again want to apologise that the requirement for a consent fee was not made clearer to you at the time of application, and I hope that you are satisfied with the arrangement outlined above. If so, please do let me know, and we can look to progress with your renewal.

Many thanks

**Jacob Doleman**

The annual fee for **Other stalls/units – secondary sites** is £3,858.65. If we divide this by 365, the number of days in a year – we can determine a **day rate of £10.57**.

Your renewed consent is due to start on Friday 20<sup>th</sup> June 2025. As you don't trade on Sundays, this means that you would be expected to trade on **11 days** up to and including the committee date of Wednesday 2<sup>nd</sup> July.

If you are able to complete a payment of **£116.28** (11days x £10.57) then we can issue your renewed consent to permit you to continue trading.

Depending on the outcome of the committee, we can then provide a refund if your request is approved by committee members, or set up a subscription to reflect any fees determined.

I believe this to be the fairest way to proceed to both enable you to continue trading under your consent, and to ensure that we are not acting unfairly by exempting you from fees other traders are required to pay.

If you are happy to pay this fee and complete your renewal, please visit our [online payment portal](#) to pay the required fee, quoting the reference **25/01010/STA**

Please do get in touch if you have any further questions.

Jake Johnstone  
Senior Licensing Officer