

# Sale of Food from Temporary and Mobile Food Premises

There are many registered food businesses, community groups and water carters that sell food to the public from temporary and mobile food premises within the City of Greater Shepparton.

Amendments to the Victorian Food Act 1984 were introduced to streamline the registration and food safety requirements for food businesses and community groups.

The changes to the Food Act require any person (food business or community group) selling food at an event or market, or a water carter, to register with or notify their local (principal) Council.

Once approved, the food business or community group can operate at an event or attend a market anywhere in Victoria, while the registration is current, by completing a Statement of Trade and submitting it to the Council in which you intend to operate in before the event.

## **What is Streatrader?**



*Streatrader* is a centralised state wide registration system for food businesses and community groups to register with or notify their local Council of the water carter, mobile food premises or temporary food stall that they sell food from.

It is intended that *Streatrader* will make it easier for food businesses and community groups when applying for registration/notification and completing Statements of Trade.

The *Streatrader* homepage contains “How To ...” guides to assist you.

## **How to access Streatrader?**

*Streatrader* can be accessed by visiting [https://streatrader.health.vic.gov.au/public\\_site](https://streatrader.health.vic.gov.au/public_site)

**Helpful Hint:- Save this website in your Favourites folder on your internet homepage.**

***Streatrader* Username:** ..... ***Streatrader* Password:** .....

**Helpful Hint:- You may want to use your trading name as a username and the address of the business or part of an email address as the password, eg username—sheppcouncil, password—90welsford.**

## **When to use Streatrader?**

If you have access to the internet and have an email account—you can log into *Streatrader* to complete the Application/notification online, you do not need to complete any forms. Once you submit the application/notification, it is emailed to Council to process.

If you do not have the internet or an email account, you will have to contact the Council’s Environmental Health Officer on 5832 9731 and complete the relevant form.

Please allow at least 21 days before the event for Council to process your application.

Once registered or a notification has been submitted to Council, Council’s Environmental Health Officer will assess the information and issue a Certificate of Registration or acknowledgement of notification.

Council can be notified of any subsequent events or markets that the food business or community group may undertake during the year by submitting a Statement of Trade. This can also be completed online through *Streatrader*. Please allow 5 days before the event for Council to process your Statement of Trade.

## **How to Create a Streatrader account?**

**You must have an email address.**

The first time you visit this website, you will be required to create a login account. Scroll down to “Get Started” and select “Create Login” down on the bottom right. Complete the fields and click on “Submit”.

**Helpful Hint:- Write your Username and Password in the space provided above.**

## **How to Complete a Registration/Notification on *Stretrader* for the first time?**

Once you have created a login account, you will need to apply for registration/notification for the first time you operate.

1. You will need to read and accept the Terms of Used, then select Continue.
2. Launch Application screen will appear with information about *Stretrader* — click on “Launch”. For more information you can look up How to Use *Stretrader* in the box on the right.
3. You will complete different screens that detail:
  - the Type of Premises that is conducted ( temporary food premises, mobile food premises, water carter).
  - Proprietor information.
  - Principle Premises (the main place of operation).
  - Verification of address to determine who is the principle Council for registration.
  - Whether there is a fixed premises associated with the mobile or temporary food premises.
  - If there is more than one type of structure, or vehicle or vending machine—you will be able to list them.
  - The type of food prepared and handled.
  - Your classification and food safety obligations based on that classification.
  - Information about Statement of Trade and the ability to indicate dates of trading and location of trading now or later.
  - Validation of the details enter (if incorrect you can edit it and continue through the process).
  - Declaration
  - Payment Gateway (Council does not accept payment through *Stretrader*. You will be advised by the Council Environmental Health Officer of any payment required and the payment method).
4. You will then lodge your application to the principle Council for approval (registration or acknowledgement of notification).
5. You will notice a message appears in your home screen about the status or progress of the application.

**Helpful Hint: You can edit or amend the information once you have submitted it by clicking on “Managing your Application” in the box on the left hand side on the home screen.**

## **How to Complete a Statement of Trade on *Stretrader* for a new event?**

Once your application for registration or notification has been approved by Council, you are able to operate anywhere in Victoria. Before you trade you must complete and submit a Statement of Trade to all relevant Councils at least 5 working days before the event. You do not need to reapply for registration again.

1. Login to *Stretrader*.
2. Select “Lodge a Statement of Trade” from the box on the left hand side (next to “Messages”).
3. Select “Launch Statement of Trade”
4. Select the type of premises that will be operating (you may have different types such as a BBQ stall for your sausage sizzle and the hall for a fete or a number of different food vehicles).
5. Enter the trading details. This will determine which Council to send the Statement of Trade to. Check the suburb because the same suburb might be in different Council areas.
6. Once completed you are able to review the Statement of Trade.
7. The application will confirm the details (validation) . If there are any errors, you can edit or change it.
8. Complete the declaration.
9. Lodge the Statement of Trade. This will be sent to the relevant Council where the premises is trading.

## **How to Manage Applications on the Home Screen**

You can delete old Statements of Trade, or update the details of upcoming Statements of Trade by selecting “Manage Applications” down the bottom of the box on the left hand side.

Review the applications before deleting or editing any of the applications.

**For further information please contact Council’s Environmental Health Department on 5832 9731**

**Greater Shepparton City Council**  
Environmental Health  
Locked Bag 1000, Shepparton Vic 3632  
Council Office: 90 Welsford Street, Shepparton  
Ph: (03) 5832 9731 Fax: (03) 5831 1987 Email: [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au)  
[www.greatershepparton.com.au](http://www.greatershepparton.com.au)  
ABN 59 835 329 843