



## Shepparton Show Food Traders Information 2023

The Shepparton Show is on Friday 13<sup>th</sup> and Saturday 14<sup>th</sup> October 2023 at the Showgrounds, 275-299 High Street Shepparton VIC 3630.

Under the Victorian *Food Act 1984*, any person (either a not for profit community group or a commercial business) selling food or drink at the Shepparton Show from a temporary or mobile food premises, must be registered with, or have notified a Victorian Council.

The registering/notifying Council is the first Victorian Council in which you operate within and is determined by one of the following criteria:

- The address of where your food business prepares or stores food before it is sold at the event,
- The address of where the vehicle is usually garaged or equipment is usually stored,
- The business address,
- The council area that you first operate in.

You must first contact the registering Council to discuss your food business operations and registration requirements.

Registration or notification for temporary and mobile food premises is completed online through a web based portal called "*Foodtrader*" (visit - <https://foodtrader.vic.gov.au>). You will need access to the internet and have an email address. You will find tips and further information about how to register on the website.

**Please Note: The State Health Department has updated Streatrader to become Foodtrader**

If you had an existing Streatrader account, you can find instructions on how to transfer your Streatrader account here: <https://foodtrader.vic.gov.au/contact/>

Once you are registered with your principal Council, you may operate anywhere in Victoria while your registration remains current, by submitting a "Statement of Trade" through *Foodtrader* to the Council that you intend to operate in. You will not need to re-register again.

## What do I have to do?

### ☐ - My food business is currently registered with a Victorian Council -

If you are currently registered with a Victorian Council, all you need to do is login to your *Foodtrader* account and submit a Statement of Trade for the Shepparton Show on 13-14<sup>th</sup> October 2023 at 275-299 High Street Shepparton 3630.

A Statement of Trade must be submitted at least 10 days before the event.

### ☐ - My food business was registered last year (2022) but I did not renew the registration for 2023 -

Contact your principal Council. You will need to complete a registration renewal form and return the form with the relevant fee before the registration certificate can be issued.

If the principal Council was Greater Shepparton City Council, your registration would have been closed if it was not renewed by 31 December 2022. You need to reapply for registration.

You will also need to login to your *Foodtrader* account and update your details. Please allow 10 days for the principal Council to process your application.

**Greater Shepparton City Council**

Environmental Health

Locked Bag 1000, Shepparton 3632

Council Office: 90 Welsford Street, Shepparton

Ph: (03) 5832 9731 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

You will also need to submit a Statement of Trade for the Shepparton Show.

☐ - **My food business is not currently registered with a Victorian council or**

☐ - **My food business is based interstate -**

If the Shepparton Show is your first event in Victoria, you will be required to register with the Greater Shepparton City Council and on *Foodtrader* before trading -

- Contact Council's Environmental Health department – 5832 9731 and request an Application for Registration of a Food Premises form to be emailed to you.
- Complete the application form and email it to [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au).
- A tax invoice will be emailed with payment options for
  - EFT/Bpay payments,
  - Cheques are to be made payable to Greater Shepparton City Council and posted to Greater Shepparton City Council, Locked Bag 1000 SHEPPARTON VIC 3632,
  - Cash payments received over the counter at 90 Welsford Street Shepparton. The office is open Monday – Friday between 9am-4pm.
- If this is the first time you are using *Foodtrader*, visit <https://foodtrader.vic.gov.au>, click on "New to food premises registration? Get started here" and select "How to sign up to FoodTrader if you are registering to sell or serve food for the first time (new user)"

The completed application form and fee must be received by 30 September 2023 **prior to the Show** to enable Council to process your application. The registration will expire on 31 December 2023.

Once the form and fee is submitted to Council, the EHO will need to conduct an inspection before the registration is granted. This will attempted to be done on Thursday 12<sup>th</sup> October 2023.

**The fee for a Class 2 temporary food vehicle is \$370** and may need a food safety program and nominate a person who has been trained as a Food Safety Supervisor.

**The fee for a Class 3 temporary food vehicle is \$280** and may need to maintain minimum records.

For more information about the Food Act classification system, please visit <https://www.health.vic.gov.au/food-safety/changes-to-food-business-classifications-and-regulations>

#### **Other Information:**

- **Power Supply**  
Please inform the Shepparton Agricultural Society of your power supply needs for all electrical appliances. This will prevent power supply problems on the day and will ensure other food stall operators are able to store and prepare food safely.
- **Gas Safety**  
Energy Safe Victoria have produced some publications about the safe use of LP gas at catering events -
  - Gas Safety for Caterers at Events, and
  - Code of Practice for the Safe Use of LPGas at Public EventsThese publications explain the correct and incorrect use of LPGas and can be downloaded at [www.esv.vic.gov.au](http://www.esv.vic.gov.au) (scroll down to bottom and look at brochures).
- **Certificates of Registration**  
The Shepparton Agricultural Society Inc requests that food stall operators provide them with a copy of their current Food Act Certificate of Registration for insurance purposes.

For further information, please contact Greater Shepparton City Council on 5832 9731.

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