

Annual Philippine Fiesta will be held on 3-4 December, 2016 at Melbourne Showground

Documentation Required by Event Organiser (PFVI)

Fill up form through website – www.philfiesta.com

- Application Form
- Read, sign and date the Terms & Conditions
- Send the forms (application & terms & condition) to PFVI **including payment**
- Register with Streatrader (see below) or contact your local council for guidance
- Complete and Submit Statement of Trade (SOT)

FOOD Stall holders need to register with Streatrader, log in and complete an application to register. (Please see instructions below.) This will be sent to their principal (local) council for review. Once it is accepted Stall holder need to complete and submit a **Statement of Trade** on line at least 5 days before the event. MCC will only approve the SOT of those businesses that have a **current registration with their local council**

STRUCTURAL GUIDELINES

Information on structural guidelines and a food operator checklist are provided for your reference. Please note that food vendors handling unpackaged food will require **hand washing facilities** in their stall (refer to the diagrams below to assist with hand washing requirements). Hand sanitisers and gloves can be used in addition to hand washing facilities but not as a replacement. If your operators are serving high risk food that requires temperature control, they will need to complete **relevant food safety program records using their digital/probe thermometer**. For food stalls operating outdoors, all food handling, **preparation and storage must occur under a ceiling and be protected by 3 walls** (e.g. marquee, tent or similar structure). Additionally, any stalls on grass or gravel will **require adequate flooring** which is smooth, impervious and able to be effectively cleaned (e.g. vinyl mat). Traders that are going to be preparing and cooking food onsite will also need to have additional washing facilities.

Hand Washing

Option 1 - Self Contained Unit

- supplied with warm running water;
- a container for the collection of waste water; and
- adequately supplied with liquid soap and single use paper towels.

Option 2 - Temporary Facility comprising

- a sealed container with a tap outlet (20 Litre capacity);
- filled with warm water;
- a water heating device (such as an urn or kettle) to heat water;
- a bucket for the collection of waste water; and
- adequately supplied with liquid soap and single use paper towels

To legally operate a temporary or mobile food premises in Victoria, you must:

1. **register** or **notify** your temporary and mobile food premises with one council in order to operate anywhere in Victoria
2. **lodge a statement of trade** (SOT) to let all relevant councils know where and when you will be trading in their districts.

Stretrader is an online system for traders to register and notify temporary and mobile food premises in Victoria.

Stretrader is for food businesses and community groups that sell food from a temporary site, such as a stall, van, trailer, community hall or vending machine

You can use Stretrader to:

- find out whether you need to register or notify your van, stall, vending machines or water transport vehicle and what you need to pay (if anything)
- work out your food premises class and find out what you need to do (there are four classes of food premises: class 1 deals with the highest risk food and class 4 the lowest)
- find out which council is your principal council (and your main Food Act contact)
- register with or notify one council to operate anywhere in Victoria
- submit your statement of trade to each council in whose district you will be trading and give a copy to your principal council

When you apply through Stretrader, your **principal council** will receive your statewide application and will contact you directly.

Do you sell food?

Stretrader is for businesses and groups that sell food or water for people to eat and drink.

'Food' includes:

- anything that people eat or drink
- live, raw, prepared or partly prepared food
- live animals and plants
- ingredients of a food, including additives to a food
- drinks, including water, alcohol, milk, tea, coffee, fruit juice and soft drinks
- chewing gum, including ingredients and additives.

'Sale' has a very broad meaning. The most common situations it covers include:

- being paid to provide food to people or businesses, or receiving other valuable consideration, such as from a retail or wholesale premises or at a market or from a stall or van or as a caterer
- selling food whether for a profit or as a fundraiser for charity
- offering or displaying food for sale, even if you don't sell any
- giving away food 'in furtherance of trade' or as an advertisement (such as to promote your business)
- selling food to someone who is going to re-sell it
- receiving food or storing food in order to sell it
- providing food to an employee at the workplace as part of the employee's award or contract
- supplying food to patients in hospitals or prisoners in prisons.

Getting started

To get started on Streatrader, please follow these steps:

1. Go to <https://streatrader.health.vic.gov.au> select 'log in' and then sign on for a free Business Victoria Account. Once you have got your account, use this username and password to access Streatrader.
2. Once these details are accepted, you will automatically enter the Streatrader website.
3. Complete your forms (Streatrader will guide you through the process)
4. Hit the lodge button.

Once in Streatrader, follow the instructions and answer the questions. Ensure you take into account all the food and/or beverage that you will be selling **or giving away.**

Some councils also accept payments online via Streatrader. Unfortunately, the City of Melbourne does not currently accept payments via Streatrader. After you apply on Streatrader, you will be sent a payment form based on your premises classification. Your application will be processed once payment is received and an assessment of your premises is undertaken.

You should allow 21 days for the registration/notification to be processed.

Lodging a Statement of Trade (SOT)

A statement of trade (SOT) is a statement that lets all relevant councils know when you will be operating your temporary or mobile food premises in their district, and where.

First your temporary or mobile food premises must be registered or notified under the statewide single registration system. Then you must lodge a SOT with the councils in whose areas you are planning to trade. You can do this in Streatrader.

You can lodge an SOT at the same time as you register or notify your temporary or mobile food premises in Streatrader if you know the dates you plan to trade. You cannot trade until your premises has been registered/notified.

Lodge your SOT at least 5 days before trading

Use Streatrader to lodge a SOT with each council in whose district you plan to operate at least 5 working days before the commencement of trading. Streatrader automatically sends a copy of each SOT to your principal council, to make sure it knows when and where you are trading. You can go back into Streatrader at any time to lodge new SOTs as new trading activities are planned.

You **do not need** to lodge a SOT if you are operating a temporary or mobile premises and are catering at a function or location that is not open to members of the public (such as catering for a wedding reception, work function or members dinner)

Other laws

Lodging an SOT ensures that you have complied with the Food Act.

However, other laws may also apply to your trading. For example, you may need:

- permission from a council to operate on council land
- planning approval from the council if you will be trading in a street
- permission from the land owner if you intend to operate on private land
- other required licences – such as a liquor licence (if applicable).

Need help?

- If you need help using Streatrader, you can save your application at any time and contact the local council.