

Applying to register a simple sausage sizzle (stall) in Victoria

A quick guide for community groups

In Victoria, the sale of food to the public must be registered with a municipal council.

This includes community group activities where money is exchanged for food, such as a Sausage Sizzle. In Victoria a Sausage Sizzle includes sausages and onions with sauce and bread – as well as unopened cans of soft drink or bottles of water. If you are doing more than this, it may require a more extensive application and this guide may not provide you with all of the information you need.

You are required to register with your principal council via a website called Streatrader.

To begin your registration visit the page https://streatrader.health.vic.gov.au/public_site

1. Once you are on the Streatrader website you will find the button to begin your registration in the top right hand corner. Click on this to begin.



2. Once you have selected the 'register' button you will be taken to a new page that will allow you to create a new account.

Here you just need to input your email details and agree to the terms and conditions.

Once you have done this, select "Create Account".

Once you have pressed the "Create Account" button an email will be sent to you containing a password.

STREATRADER HOME ABOUT HOW TO USE FAQs CONTACT US

After providing your email a temporary password will be sent to confirm your email address. Please ensure you have access to the email account you provide.

Please note: You can only have one account per email address.

ATTENTION: users of Hotmail, Live and Outlook.
Before commencing with create account request, ensure that you set streatrader@health.vic.gov.au in the "safe senders" settings in your email account settings to prevent Streatrader messages being blocked by junk/spam filters. For assistance, please try [following our quick guide](#)

Create New Account

Please provide your preferred account details. The email address you provide will be your Username and the address to which the system emails will be sent. Please ensure that the email provided is correct and appropriate.

Email

Confirm Email

I agree to the [Terms and Conditions](#) for the use of this site.

Cancel Create Account

If you are a **hotmail** or **outlook** user please note the box with the warning to ensure you receive the password email.

After providing your email a temporary password will be sent to confirm your email address. Please ensure you have access to the email account you provide.

Please note: You can only have one account per email address.

ATTENTION: users of Hotmail, Live and Outlook.
Before commencing with create account request, ensure that you set streatrader@health.vic.gov.au in the "safe senders" settings in your email account settings to prevent Streatrader messages being blocked by junk/spam filters. For assistance, please try [following our quick guide](#)

3. If you now go to your email inbox you will have an email from Streatrader with a password for you to access your account.

The password will be a combination of letters and numbers that are **case sensitive** so make sure to use all capital letters where applicable.

Select "[Click here to complete your Account Creation](#)" to continue through to finish your Account Creation

This email is automatically generated when a new Account is created online. Please do not respond to this email.

Dear Streatrader Member

Your new Streatrader account creation is nearly complete.

Your username and password are as follows:

Username: examplecommunitygroup@outlook.com

Password: kzcjdb1D

[Click here to complete your Account Creation](#)

Password not working?

Try copying and pasting the password – it is easy to get it mixed up

Make sure you are using capital letters

4. You will now be at the log in screen

Input your email address and the password you were given in the email and select "**Login**"

STREATRADER HOME ABOUT HOW TO USE FAQs CONTACT US

ATTENTION: users of Hotmail, Live and Outlook.
Before commencing, ensure that you set streatrader@health.vic.gov.au in the "safe senders" settings in your email account settings to prevent Streatrader messages being blocked by junk/spam filters. For assistance, please try [following our quick guide](#).

Login

Email

Password

[Forgot Password](#)

5. The next page will ask you to change your password to something you would prefer.

In the first box, enter the temporary password you were emailed.

In the next two boxes, enter the password you would like to have for your account.

Once completed select **“Change”**.

Please provide your current password (if you have reset your password this will be the same as your temporary password), and preferred password.

- Your password has to be at least 7 characters long, and no longer than 18 characters.
- Spaces are not permitted in your password.
- Passwords are *case sensitive*.


Change Password

Email	examplecommunitygroup@outlook.com
Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>

6. Your account creation is now complete and you can now begin your online application!

The first page you will land on will ask you to select one of two options.

Select “Lodge a Notification”



Welcome: examplecommunitygroup@outlook.com

Text + - Help ? Logout ↶

- Home
- Apply for a new Registration
- Lodge a Notification
- How to use Streatrader

Welcome to Streatrader

Welcome to the Streatrader online food premises registration and notification system.

or

7. You will be asked to agree to agree to the terms and conditions of the website and a page will then appear asking you to launch your new application

Select "Launch"

STREATRADER

Text + - Print Save & Exit

Commence Application

Launch Application

Streatrader allows you to register or notify one or several food premises in a single application.

In this form you will be required to provide details for the:

- proprietor of the food business;
- address of the main location of the food business;
- food premises, vending machines or water transport vehicles that you wish to register or notify;
- nature of the food prepared, handled and/or sold at each food premises.

You can **Save and Exit** from your application at any time and access it from your Streatrader login page when you are ready to resume.

Press **Launch** to create this Application or **Cancel** to go back.

Launch

Progress

Cancel

? Need Help?

- [Glossary of Terms](#)
- [Food Act Online](#)
- [How to use Streatrader](#)

8. Select temporary food premises and then select "continue"

STREATRADER

Text + - Print Save & Exit

Premises Registration/Notification

Premises Types

Application A60167531D

? Need Help?

- [Glossary of Terms](#)
- [Food Act Online](#)
- [How to use Streatrader](#)

What type(s) of food businesses do you operate?

Temporary food premises
For example:

- a hall or other similar site not owned or leased by you that you only use occasionally (for more information about whether you need to apply in Streatrader when you use a hall, read [here](#));
- a stall; or
- a tent/marquee or other portable shelter that can be dismantled.

Mobile food premises
For example: a van, trailer, or cart.

Vending machine(s)

- or -

Water transport vehicle(s)

- or -

None of the above

Progress

< Previous **Continue >**

9. The next page will ask you for details about your community group such as name, primary contact person, address and phone number.

Please note: An ABN or ACN is not a mandatory requirement for you to complete an application, so you may leave this field blank if necessary.

Once you have completed this page select “continue”

The screenshot shows the Streatrader website interface. At the top left is the Streatrader logo. To the right are navigation icons for Text, Print, and Save & Exit. The main heading is 'Premises Registration/Notification'. Below this is a sub-heading 'Proprietor of food business details' with the application ID 'Application A60167531D'. The form is divided into two main sections: 'Business' and 'Community and charitable activities'. The 'Business' section has three radio button options: 'a for profit company or incorporated body?', 'or an individual?', and 'or a partnership?'. The 'Community and charitable activities' section has three radio button options: 'a not for profit body?', 'or other body or group raising funds for charity?' (which is selected), and 'or an individual raising funds for charity?'. Below these is a section for 'Not for profit body or a group raising funds for charity details' with fields for 'Name of charity', 'ABN' (filled with 'N/A'), 'Name of body or group selling food (proprietor)' (filled with 'Community Group'), 'ACN (if a company)', and 'If body or group is a company/incorporated body Company/Association name'. The 'Contact Details' section has fields for 'Title', 'Given name(s)', and 'Surname'. The 'Proprietor Address' section has radio buttons for 'Street' (selected) and 'International', and fields for 'Unit', 'Street No.', 'Street Name', 'Suburb/Town', 'State' (a dropdown menu with 'Victoria' selected), and 'Postcode'. On the right side, there is a 'Need Help?' section with links for 'Glossary of Terms', 'Food Act Online', and 'How to use Streatrader assistance for this page'. A large 'DER' watermark is visible on the right side of the page.

10. The following page is the page that will determine your registering council.

Remember that you register with the council in which your community group is based, not necessarily where you will be trading.

(For example, your community group may be based in a hall in Bayside but you will be having your first Sausage Sizzle at a location somewhere in St. Kilda which comes under Port Philip’s municipality.

In this instance, you will register with Bayside City Council and lodge a Statement of Trade to Port Philip City Council)

However, this page will help you determine which council is your registering council by asking a few questions.

Do not put the address of where you will be trading, but the primary address of your community group.

Make sure to select your suburb by clicking **“select suburb”**

Premises Registration/Notification

Principal Premises details Application A60167531D

To operate your temporary or mobile food premises or food vending machine throughout Victoria, you will only need to obtain initial permission to operate from the one council.

The "Principal Council" will be your registering authority, responsible for assessing and processing your Streatrader application.

Your Principal Council is determined by:

1. the location in which your business is based, e.g. where your cafe/restaurant/home-based manufacturing is, or if you do not have a registered fixed food premises,
2. by the main place where you store the equipment for your temporary stall, or where you garage your food vehicle (for mobile food premises).

If neither of these apply to you, then

3. your business address will be used to determine your registering Council.

If you are from interstate or overseas, your registering Council will be determined by the location in which you first operate in Victoria.

Does your community group have a place at which it routinely prepares food that is to be sold at the temporary food premises, mobile food premises or food vending machine? eg kiosk, clubrooms, canteen, neighbourhood house. NOTE: If you have a temporary premises which is the occasional use of a community hall, and you routinely prepare food here as well as sell it, answer "Yes". (?)

Yes No

Does your community group have a place at which it routinely stores or otherwise handles food that is to be sold at the temporary food premises, mobile food premises or food vending machine? eg kiosk, clubrooms, canteen, neighbourhood house. (?)

Yes No

Does the community group have a place at which it usually stores the equipment for the temporary food premises?

Yes No

As you do not have a place of food preparation and storage or a place where your equipment is stored or vehicle(s) garaged, you will need to provide your main contact address.

Is this place located in Victoria?

Yes No

Please provide the address:

Unit Number

Street Number

Street Name

Select Suburb

Suburb / Town

State

Postcode

Need Help?

- [Glossary of Terms](#)
- [Food Act Online](#)
- [How to use Streatrader](#)

Once you have completed the questions on this page select **“continue”**

11. The next page will let you know who your registering council is. If this seems correct select “continue”

STREATER

Text + - Print Save & Exit

Premises Registration/Notification

Principal Council **Application A60167531D**

Based on the address information you have provided, the system has determined that your Principal Council will be:

Melbourne City Council

Contact this council for any advice or assistance you may require as you complete the remainder of this application.

Phone: (03) 9658 8858
Email: health@melbourne.vic.gov.au
Website: www.melbourne.vic.gov.au

? Need Help?
[Glossary of Terms](#)
[Food Act Online](#)
[How to use Streater](#)

Progress ProgressProgressProgress

< Previous **Continue >**

12. Now it is time to list your premises – your Sausage Sizzle Stall

Select the most relevant description from the drop down list and write in a description “Sausage Sizzle” or “Sausage Sizzle Stall” are good examples of an appropriate description.

Once you have added the description select “Add Premises”

STREATER

Text + - Print Save & Exit

Temporary Food Premises

Temporary food premises details **Application A60167531D**

Streater allows you to register or notify one or more temporary premises in a single application. Temporary premises include a stall at a market or an event, or the occasional use of a hall or other place for for an event or activity.

If you operate from one stall or tent, **LIST IT ONCE**. This applies whether you use it once or on many occasions.

Do not list the one stall or tent multiple times if you operate it at different events or markets.

If you are running a **fete** or **fair**, simply select the “fete” option and complete the food handling questions by including all the foods being sold at the fete.

To complete this section of the application, enter the **Type of temporary food premises** and a **Description** for your first premises. Descriptions include cake stall, sausage sizzle, elderly citizens craft group or whatever name you use to describe your activity.

Then press **Add Premises**. You will be presented with a series of food handling questions for your premises.

When you have finished listing your temporary premises, press **Continue**.

Type of temporary food premises	Description
Uncovered stall	Sausage Sizzle

Add Premises

Progress ProgressProgressProgress

< Previous **Continue >**

13. Once you have clicked the “Add Premises” button you will be taken to a page that will ask you to specify what food you are selling from your stall.

The fourth option down specifies Sausage Sizzles, select ‘yes’ for this option.

Once you have finished this form select “continue”

The screenshot shows a web browser window with the Streetrader logo at the top left. The page title is "Temporary Food Premises". The application ID is "Application A60167531D". The form is titled "Food handled at: Sausage Sizzle (Stall)".

The form contains the following text and questions:

The answers you provide to these questions allow council to classify your temporary premises in accordance with the Food Act.

For examples of high and low risk food, and different types of food handling, click [here](#). If you are unsure about how to answer any of the following questions, click on the question mark attached to the question.

Do you sell cakes that are covered or packaged (without cream fillings)?
 Yes No

Do you offer wine tastings to members of the public, which may include the serving of cheese or low risk food that has been prepared and is ready to eat? [?](#)
 Yes No

Do you sell whole (uncut) fruit or vegetables or pre-packaged cut fruit or vegetables?
 Yes No

Do you sell sausages that are cooked and served immediately on site (which can be with or without onions cooked at the same time, and bread and sauce)?
 Yes No

Do you sell tea or coffee (with or without milk or soymilk) or biscuits?
 Yes No

Do you sell pre-packaged low risk foods? [?](#)
 Yes No

Are the activities listed above the ONLY food handling activities you will engage in at the temporary food premises?
 Yes No

At the bottom of the form, there is a progress indicator showing the first of four steps is completed. There are two buttons: "< Previous" and "Continue >".

On the right side of the page, there is a "Need Help?" section with links to "Glossary of Terms", "Food Act Online", and "How to use Streetrader".

14. You will be returned to the same page but now you will have your first premises listed.

You will only need to add an extra premises if you are trading in more than one place at a time.

(E.g. one part of your community group is at a market and another part of your community group is out front of a shop front).

If you need to add another premises select **“Add Premises”** otherwise select, **“continue”**

If you have made an error and would like to edit the premises select the small pencil next to the premises listing

STREATRADER

Text + - Print Save & Exit

Temporary Food Premises

Temporary food premises details Application A60167531D

Streatrader allows you to register or notify one or more temporary premises in a single application. Temporary premises include a stall at a market or an event, or the occasional use of a hall or other place for for an event or activity.

If you operate from one stall or tent, **LIST IT ONCE**. This applies whether you use it once or on many occasions.


Do not list the one stall or tent multiple times if you operate it at different events or markets.

If you are running a **fete** or **fair**, simply select the "fete" option and complete the food handling questions by including all the foods being sold at the fete.

To complete this section of the application, enter the **Type of temporary food premises** and a **Description** for your first premises. Descriptions include cake stall, sausage sizzle, elderly citizens craft group or whatever name you use to describe your activity.


Then press **Add Premises**. You will be presented with a series of food handling questions for your premises.

When you have finished listing your temporary premises, press **Continue**.

Type of temporary food premises	Description
Sausage Sizzle (Stall)	Sausage Sizzle 

Please select one

Add Premises

Progress 

< Previous **Continue >**

? Need Help?

- [Glossary of Terms](#)
- [Food Act Online](#)
- [How to use Streatrader](#)

15. The following page will give you a short overview of your premises and provide you with your classification – for a sausage sizzle, including drinks, it should only say “Class 4”.

Select “continue”

STREATER

Text + - | Print

Premises Review

Classification

Application A60167531D

The Food Act classification shown here is based on the information you have provided about the types of food handled at your premises. Please be aware that the classification may change after your operations have been reviewed/inspected by your principal council.

Relevant Premises	Type of Premises	Description	
TN001	Temporary	Sausage Sizzle (Stall)	Class 4

For more detailed explanations about Food Act Classifications visit <http://www.foodsmart.vic.gov.au/foodclass>

Progress

< Previous Continue >

16. The next page will give you the option for you to lodge your first Statement of Trade.

You can do this here before lodging your application – or you can wait for your council to accept your application before lodging your first SOT.

To lodge a Statement of Trade select “Lodge SOT”. If you do not want to lodge your first SOT yet, select “continue” (go to step 21 if you are not lodging a SOT at this stage).

Statement of Trade

Statement of Trade (SOT)

Application A60167531D

It is a requirement of the Food Act that you lodge a statement of trade for each council in whose district you plan to operate, at least 5 working days before the commencement of trading.

A statement of trade tells a council where and when you plan to sell food and/or drink.

You can lodge a statement of trade now, or later if you prefer.

Note: Please ensure that you enter trading dates that allow sufficient time for council to consider your application. You may not be able to operate legally if you attempt to lodge a Statement of Trade:

- with a first trading date within 21 days of submitting a new application to register or notify a premises; or
- less than 5 days before the proposed trading date if you already hold an approved registration or notification.

Lodging a statement of trade with a council in whose district you will be trading ensures that you have complied with the Food Act. However, please note other laws may also apply. For example:

- permission may be required from a council or other authority to operate in parks, streets or other public spaces;
- if you intend to operate on private land that you do not own or lease, ensure you have permission to do so from the owner; and
- you should obtain any other required licences – such as a liquor licence (if applicable).

Lodge SOT

Note: if you are editing a saved application and wish to edit previously entered statement of trade details or add another statement of trade, click **Lodge SOT**. If you have already entered statement of trade information that you do not want to edit you can **Continue** to the application Declaration.

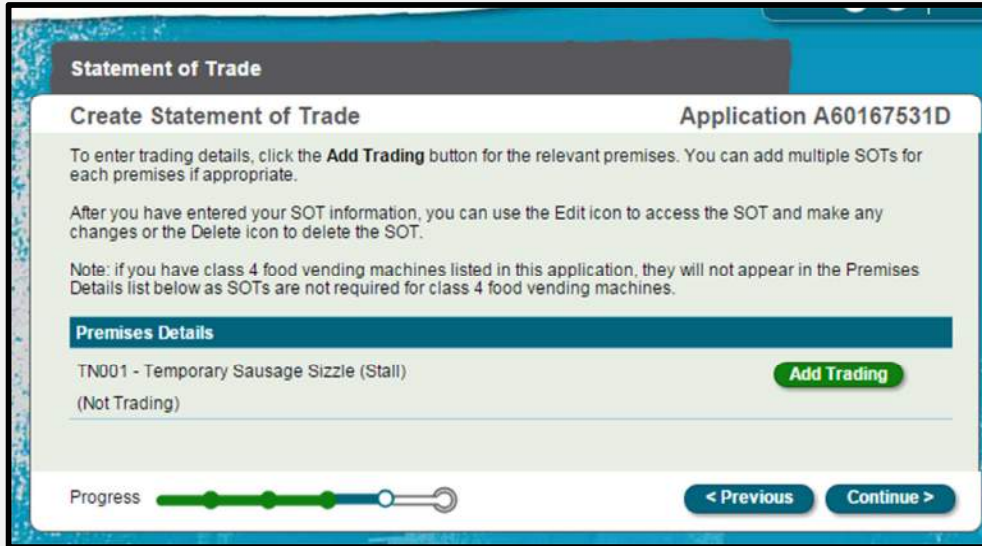
Progress

< Previous Continue >

17. Lodging a SOT

If you choose to lodge a SOT at this stage, selecting the **“Lodge SOT”** button will open up the “create Statement of Trade” page below

Select **“Add Trading”** to add your first SOT to your premises.



Statement of Trade

Create Statement of Trade Application A60167531D

To enter trading details, click the **Add Trading** button for the relevant premises. You can add multiple SOTs for each premises if appropriate.


After you have entered your SOT information, you can use the Edit icon to access the SOT and make any changes or the Delete icon to delete the SOT.

Note: if you have class 4 food vending machines listed in this application, they will not appear in the Premises Details list below as SOTs are not required for class 4 food vending machines.

Premises Details

TN001 - Temporary Sausage Sizzle (Stall) **Add Trading**

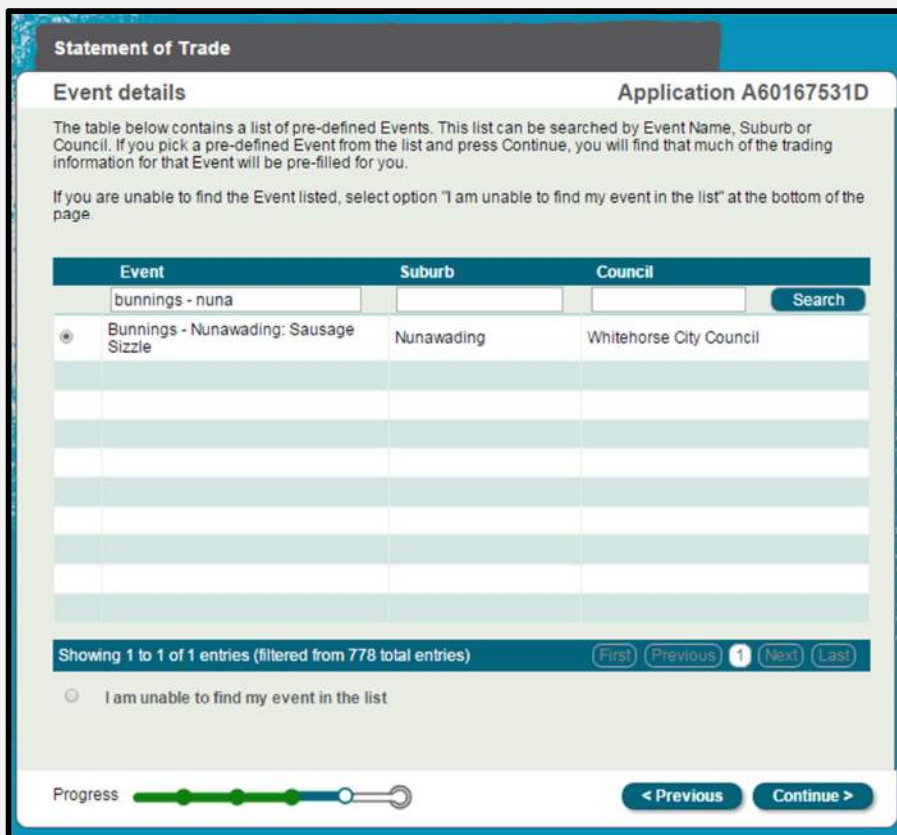
(Not Trading)

Progress 

< Previous Continue >

18. Lodging a SOT

The next page to open up will be a table full of events. You can search this table to find your event, if it is in there. There is a list of bunnings and masters stores in here too that you can select from.



Statement of Trade

Event details Application A60167531D


The table below contains a list of pre-defined Events. This list can be searched by Event Name, Suburb or Council. If you pick a pre-defined Event from the list and press Continue, you will find that much of the trading information for that Event will be pre-filled for you.

If you are unable to find the Event listed, select option "I am unable to find my event in the list" at the bottom of the page.

Event	Suburb	Council
<input type="text" value="bunnings - nuna"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="radio"/> Bunnings - Nunawading: Sausage Sizzle	Nunawading	Whitehorse City Council
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

Showing 1 to 1 of 1 entries (filtered from 778 total entries) First Previous 1 Next Last


I am unable to find my event in the list

Progress 

< Previous Continue >

If you can't find your event in the list – select the “I am unable to find my event in the list” option and a form you can fill out manually will be available to you on the next page.

Select **“continue”**



I am unable to find my event in the list

19. Lodging a SOT

The next page asks for your trading details – location and date.

If you selected an event it may have either or both the location and dates already filled out

If you selected that you were unable to find the event in the list, you will be asked to fill out both of these fields

Once you have inputted your location and selected your dates from the calendar click “continue”

STREETRADER

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Statement of Trade

Trading details Application A60167531D

You have selected the following event

Event Name: Bunnings - Nunawading: Sausage Sizzle
Location: Bunnings - Nunawading
Address: 250 Whitehorse Rd
Suburb/Town: Nunawading
Trading Council: Whitehorse City Council

Please provide the dates you plan to trade:
To add a date, click the day on the calendar. To remove a date, click on the date in the list on the right.

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- X 11-04-2015
- X 17-04-2015

First listed trading date:

- If you are **applying now to register or transfer registration of class 2 or 3 premises**, it is illegal to operate until your principal council has **approved** it and provided a registration certificate. Generally allow up to 21 days for your first trading date.
- If you are **now submitting a class 4 notification**, it is prudent to not trade for **10 days**. This will give your principal council time to confirm with you that you are complying with the Food Act.
- If you have a **current registration or have already notified the premises**, the Food Act requires that you lodge a statement of trade **at least 5 working days before the proposed trading date**. If you are not lodging within 5 working days, you should **not** trade on that day unless the council in which you intend to operate has advised you that it will accept this late statement of trade. Please wait until you are so advised or contact the council if you have any queries.

Progress

[< Previous](#) [Continue >](#)

20. Lodging a SOT

The next page will then give you an overview of the SOTs listed against your premises.

If you wish to add another SOT you can choose **“Add Trading”** again. If you only wish to add one SOT and are ready to lodge your form select **“continue”**

Statement of Trade

Create Statement of Trade Application A60167531D

To enter trading details, click the **Add Trading** button for the relevant premises. You can add multiple SOTs for each premises if appropriate.

After you have entered your SOT information, you can use the Edit icon to access the SOT and make any changes or the Delete icon to delete the SOT.

Note: if you have class 4 food vending machines listed in this application, they will not appear in the Premises Details list below as SOTs are not required for class 4 food vending machines.

Premises Details

TN001 - Temporary Sausage Sizzle (Stall)	Add Trading
Trading Details	
Trading Council Whitehorse City Council	✕ ✎
Trading : 11-04-2015, 17-04-2015	

Progress **< Previous** **Continue >**

21. You will now be shown the validation page – this indicates if there are any problems with your application before you submit it. If it all says ‘valid’ it is ready to be submitted.

Select **“continue”**

Declaration

Application Validation Application A60167531D

Stretrader has validated the information you have provided in your application. If any of the sections below are not displaying a **Valid** message, you need to provide more information. Use the **Edit** button to return to the relevant section of the form to do this.

Note: when you have updated the relevant sections, you will need to use the **Continue** button to move back through the form to this Application Validation page.

Principal Council: Melbourne City Council

Section	Message	
Proprietors Details	Valid	Edit
Business Details	Valid	Edit
Temporary Premises	Valid	Edit
Statement of Trade 1	Valid	Edit

Progress **< Previous** **Continue >**

22. The final step is to sign off on the application – enter your details and select “continue”

Declaration Application A60167531D

By clicking the **I agree** checkbox, I understand and acknowledge:

- The information provided in this notification is true and complete to the best of my knowledge.
- This notification form is a legal document. Penalties exist for providing false or misleading information.

The applicant(s) on behalf of the community group must provide their name(s).

If the community group is a company/association, the applicant(s) on behalf of that body must provide their name(s) and indicate in the “authority” box why they are able to complete this application on behalf of the company/association (eg because they are a director or committee member).

I agree

Name of person submitting this form

Authority to complete this form ?

Progress

[< Previous](#) [Continue >](#)

23. Click “Lodge” and your application is complete!

STREATRADER Text | Print

Application Lodgement

Lodge Application Application A60167531D

When you press the **Lodge** button the system will return you to your Streatrader profile page where you can continue to use the Streatrader System or log out.

Melbourne City Council

Progress

[Lodge](#)

Once your application has been lodged to your council, you will need to wait for them to approve it before trading.

If you filled out a SOT with your application it will not be sent to the relevant council until your registration has been approved by your registering council (don't worry, it happens automatically!)

If you did not fill out a SOT you will need to ensure you have filled one out before you trade.

You can find instructions on lodging a SOT under the *Stretrader* website's "how to use" heading.

If you have any queries please contact your local council for advice and assistance – their contact details can be found at <http://www.dtpli.vic.gov.au/local-government/find-your-local-council>

Stretrader Support

