

HOW DO I LODGE A STATEMENT OF TRADE?

Go to Streatrader and use the **Login** button (circled in red) to access your account.

Step 1 - Log into your account



Step 2 - Select the "Add New Statement of Trade Button"

The screenshot displays the user interface of the STREATER TRADER website. At the top, there is a navigation bar with the logo, a 'Back to Streater Site' link, and a 'Help' link. Below this is a secondary navigation bar with tabs for 'Overview', 'My Profile', 'Messages', 'Statements of Trade', and 'Premises'. The main content area is divided into several sections:

- Your Details:** A card showing a profile picture placeholder, the name 'TEST ACCOUNT', and registration details: 'Registration: [redacted]', 'Status: Current', and 'Expiry: 31/12/2016'. A 'View / Edit' button is located in the top right corner.
- Your Council Contact:** A card listing contact information for Frankston City Council: 'P: (03) 9784 1758', 'W: www.frankston.vic.gov.au', and 'E: health@frankston.vic.gov.au'.
- Important Information:** A light blue banner with an information icon and the text: 'Please read the following important information regarding food operations at your temporary food stall.' Below this is a 'View PDF' button with a download icon.
- Applications:** Two tabs, 'Active Applications' and 'Inactive Applications'. Below the 'Active Applications' tab is a table with columns: REF NO, TYPE, COUNCIL, STATUS, and ACTION.
- Current Premises:** A card with an 'Add New Premises' button in the top right. Below it is a table with columns: PREMISES ID, TYPE, DESCRIPTION, CLASS, and ACTION. One row is visible with 'Temporary' under TYPE and 'Class 2' under CLASS. A 'View All Premises' link is at the bottom right.
- Current Statements of Trade:** A card with an 'Add New Statement of Trade' button in the top right, which is highlighted with a red box and a red arrow pointing to it. Below the button is a table with columns: DATE, EVENT, PREMISES, and ACTION.

Step 3 - Select the premises you will be selling food from.

STREETRADER [Back to Streetrader Site](#) [Help](#)

Overview My Profile Messages **Statements of Trade** Premises

Statement of Trade

When and where you will be trading.

Important information about statements of trade:

- A Statement of Trade is a legal requirement under the Food Act 1984.
- It advises the relevant council that you are going to be trading at an event or site in their municipality.
- A Statement of Trade must be lodged at least 5 days prior to trading at an event or site.
- Other relevant permissions need to be obtained separately, for example:
 - permission to be at the event, by booking a site through the event organiser / manager;
 - permit under a Council local law if trading on Council property or roadside etc.

Temporary Premises - Class 2 [Add Event](#)

Creating an SOT

The statement of trade lists when and where your temporary or mobile food premises will be trading.

Select the "add event" button next to the relevant listed premises.

Step 4 - Search for your event using the event name, Suburb or Council. If your event is not in the list select the button at the bottom of the page and manually enter the details of your trading location.

STREATERTRADER Back to Streatrader Site Help

Overview My Profile Messages 1 **Statements of Trade** Premises

Statement of Trade

When and where you will be trading.

Important information about statements of trade:
A Statement of Trade is a legal requirement under the *Food Act 1984*. It advises the relevant council that you are going to be trading at an event or site in their municipality. A Statement of Trade must be lodged at least 5 days prior to trading at an event or site. Other relevant permissions need to be obtained separately, for example:

- permission to be at the event, by booking a site through the event organiser / manager,
- permit under a Council local law if trading on Council property or roadside etc

1. [Statement of Trade Overview](#) > 2. [Statement of Trade](#) > 3. [Trading Details](#)

Statement of Trade

Application S72310503V
(Temporary Premises - Class 2)

Find your event by searching via Event Name, Suburb or Council.

Event Name	<input type="text" value="Gasworks"/>
Suburb	<input type="text"/>
Council	<input type="text"/>

EVENT NAME	SUBURB	COUNCIL
<input checked="" type="checkbox"/> Gasworks Farmers Market	ALBERT PARK	Port Phillip City Council

Enter event or trading details manually

Creating an SOT
The statement of trade lists when and where your temporary or mobile food premises will be trading. Select the "add event" button next to the relevant listed premises.

Save and Exit

Step 5 Select continue.

STREET TRADER Back to Developer Site Help

Overview My Profile Messages Statements of Trade Premises

Statement of Trade

When and where you will be trading.

Important information about statements of trade:

- A Statement of Trade is a legal requirement under the Food Act 1984.
- It advises the relevant Council that you are going to be trading at an event or site in their municipality.
- A Statement of Trade must be lodged at least 5 days prior to trading at an event or site.

Other relevant permissions need to be obtained separately, for example:

- permission to be at the event, by booking a site through the event organiser / manager,
- permit under a Council local law if trading on Council property or roadside etc.

1. Statement of Trade Overview > 2. Statement of Trade > 3. Trading Details

Trading Details

Application: 572318823V
(Temporary Permits - Class 2)

[Save and Exit](#)

You have selected the following event:

EVENT NAME: Geelong Farmers Market

VENUE NAME: 21 Graham St

ADDRESS: 21 Graham St

SUBURB/TOWN: Adair Park

TRADING COUNCIL: Port Phillip City Council

Event Dates:
Add and remove event dates you want to trade.

Dates of Trade **13**

- Saturday, January 21, 2017
- Saturday, February 18, 2017
- Saturday, March 18, 2017
- Saturday, April 15, 2017
- Saturday, May 20, 2017
- Saturday, June 17, 2017
- Saturday, July 15, 2017

[Back](#) [Continue](#)

Creating an SOT
The statement of trade lists when and where your temporary or mobile food premises will be trading.
Select the 'add event' button next to the relevant event premises.

Step 6 Select the "Submit the Statement of Trade" button or add another statement of trade if you have additional events at which you are selling food.

STHE TRADER Back to Eventable Site Help

Overview My Profile Messages Statements of Trade Premises

Statement of Trade

When and where you will be trading.

Important information about statements of trade:

- A Statement of Trade is a legal requirement under the Food Act 1984.
- It advises the relevant council that you are going to be trading at an event or site in their municipality.
- A Statement of Trade must be lodged at least 8 days prior to trading at an event or site.

Other relevant permissions need to be obtained separately, for example:

- permission to be at the event, by booking a site through the event organiser / manager;
- permit under a Council local law if trading on Council property or roadside etc.

Temporary Premises - Class 2

Add Another Event

Event Details: Baseworks Farmers Market
21 Graham St
Port Phillip City Council

Trading Dates: Sat 21/01/2017 Sat 18/02/2017 Sat 16/03/2017
Sat 15/04/2017 Sat 22/05/2017 Sat 17/06/2017
Sat 15/07/2017 Sat 19/08/2017 Sat 16/09/2017
Sat 21/10/2017 Sat 19/11/2017 Sat 16/12/2017

Action: [Add](#) | [Delete](#)

OT

Submit Statement of Trade

Creating an ROT
The statement of trade lists when and where your temporary or mobile food premises will be trading.
Select the 'add event' button next to the relevant listed premises.