

Statement of trade for temporary food premises

Food Act 1984 (Vic)

This statement of trade is for temporary food premises. This includes:

- (a) a tent, stall or other structure that is not permanently fixed to a site, from which food is sold or handled for sale; or
- (b) a permanent structure not owned or leased by the food business that operates the premises and in which food is handled for sale or from which food is sold by that business on an occasional basis.

If you have a current state-wide registration certificate for class 2 or 3 temporary food premises (or if your principal council has accepted your ongoing class 4 notification of temporary food premises) under the Food Act you can operate these premises anywhere in Victoria, but before you do so you must inform the councils in which you will be trading about your intentions.

At least five days before trading, you must lodge a Food Act statement of trade (SOT) in each council district where you will be operating. This includes your principal council, if you operate in that district. This form can be used for **ALL** council districts in Victoria.

If you know your planned trading schedule for a period of time- whether it be a week, a month, or longer- this can be listed in this form. You do not need to complete a separate form for each event or period of trading within different council districts. One form can cover all your activities in all districts.

If the same premises is operating at the same location more than once, list all dates or the range eg 1/9/2011 – 1/3/2012 together with the days you will be trading eg Sat, Sun. Each council must know which day(s) you are operating in its district.

How to lodge this form:

This form must be submitted to **each council** in whose district you will be trading. A copy must also be given to your **principal council** so that it understands the extent of your operations, and can answer any questions asked by other councils. The principal council is the one you are registered with, or have notified, under the state-wide system.

To find out the name of the other council(s) that you intend to operate in, along with their contact details, refer to the Department of Planning and Community Development (DPCD) website www.dpcd.vic.gov.au/localgovernment/find-your-local-council or telephone DPCD on 1300 366 356.

Registration and Proprietor details			
Registration number		Council that has registered the premises or received notification (principal council)	
<input type="text"/>		<input type="text"/>	
Trading name of food business*			
<input type="text"/>			
Proprietor name (if the proprietor of the food business is an individual)			
Title	Surname	Given name(s)	Telephone contact number*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OR if proprietor of the food business is a company, incorporated body, partnership or a community group			Telephone contact number*
Company/association/partnership name			<input type="text"/>
<input type="text"/>			<input type="text"/>
If the proprietor is not the contact person OR is a community group, company, other body or partnership, please complete details for a contact person*			
Title	Surname	Given name(s)	Telephone contact number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Trading details

Premises ID <small>(unique number listed on the registration certificate or notification advice from council for each stall or site)</small>	Classification* <small>(specify whether class 2, 3 or 4)</small>	Municipality/ Council	Event name <small>(if applicable)*</small>	Type of temporary food premises* <small>(eg market stall, use of hall)</small>	If an event — date/date range	If trading generally — specify the days of week trading	Street address	Suburb/town	Postcode

If there is not enough space, attach additional sheet(s). Make sure all required information is provided.

Declaration

The information provided in this statement is true to the best of my knowledge.
 - I understand that penalties exist for providing false or misleading information.

- Tick whichever is applicable: I am the proprietor **OR**
 I am authorised to complete this statement of trade for the proprietor.

If you are not the proprietor, specify authority to complete form e.g. director of proprietor company or member of committee of management

Name of person completing this form

Signature

Authority

Date

These items marked * are not mandatory. However, including them now will reduce the need for council to contact you seeking further information. Providing details about classification will allow the council to understand the general nature of the activities being conducted. All other information is required.