

# Giving away food samples in Victoria

## Exhibitions, trade shows and street promotions

Many Australian and international businesses visit Victoria to participate in exhibitions and trade shows. Many of these businesses choose to sample food or drinks while exhibiting and are required to register a temporary food premises with a Victorian council to do so. Another popular activity for businesses is providing samples to the public through public promotions on the street.

### Do we need to register?

The Victorian Food Act states that all businesses participating in the sale of food must be registered with a municipal council. If you intend on giving away food for the purpose of advertisement or in furtherance of trade, this is considered a sale of food under the Victorian Food Act and includes sampling of both food and drinks. This means you are required to register with a Victorian council before sampling at the show. But don't panic! The registration process is quick and easy.

### Which council do we need to register with?

If you are from interstate or overseas, you need to register with the first council within whose municipality you will be trading. So, for example, if you are from Sydney and are going to be visiting a show in Melbourne, you will need to register with Melbourne City Council.

If you are from Victoria, you need to register with the council whose municipality your business is based. This can be subject to different conditions. However, once you begin the registration process your principal council will become apparent.

### How do we register with our principal council?

In Victoria all temporary premises, such as the stalls at exhibitions and trade shows, apply for registration online through a website called *Streatrader*.

This website can be found here: [https://streatrader.health.vic.gov.au/public\\_site](https://streatrader.health.vic.gov.au/public_site)

All you need to do is create an account and log in – once you have done this the registration forms will be made available for you to fill in.

Once you have completed the form, the *Streatrader* system will lodge it automatically to the council which it has determined to be your principal council for review and approval.

During this time you may receive a phone call from this council to discuss your application. Once the council is satisfied with your application they will accept it online and you will receive an email notifying you of your successful application.



## Are there any requirements we need to meet?

In Victoria food premises are grouped into classes, each of which has a certain amount of food safety risk associated with it. The highest class a temporary food premises, such as an expo stall, can reach is a Class 2, the next is a Class 3 and the lowest is a Class 4. Each class has its own level of risk and therefore you need to meet certain requirements depending on the risk associated with your activities.

The most common class for samplers is Class 3. However it is important to make sure you are complying with the accurate requirements for your class, so it is best to make sure.

Depending on your class, you may need to have a Food Safety Supervisor and a Food Safety Program. **Please see the table on the next page to determine your class and their associated requirements under the Food Act.**

## Are there any fees involved with registration?

Local councils are responsible for determining and charging registration fees in Victoria. They cannot charge you for a Class 4 registration, but a Class 3 or 2 may incur a fee. Please contact your registering council for information in regard to their fees.

## The council have approved our registration, now what?

Now that you are registered all you need to do before you can trade is log in to your *Streatrader* account and lodge what is called a *Statement of Trade* (SOT).

A SOT is a short form available to you on your account once registered. The form asks you when and where you will be trading, and can be sent to any council in Victoria free of cost. **You are required to fill one out each time you trade in Victoria** – so if your business ever comes back to Victoria in the future you can just log on to the same account and lodge a SOT with the appropriate date and location for your upcoming event. See the *Streatrader* website for further details.

## Need more information?

For more information on registration, registration requirements, fees and time frames please contact your principal council and ask to speak to an environmental health officer. You can find your council's contact details [here](#), or by searching 'find your local council' online.

For more information on *Streatrader* or assistance with your *Streatrader* application you can take a look at the *Streatrader* website: [https://streatrader.health.vic.gov.au/public\\_site](https://streatrader.health.vic.gov.au/public_site)

The *Streatrader* website contains help guides and FAQs that can assist you with your application.

Your council's environmental health officer will also be able to assist you with more information and your online application.



| CLASS        | EXAMPLE  |                            |
|--------------|--|----------------------------|
| 4            | Giving away <u>pre-packaged, unopened low risk food</u> or drinks<br>For example: Giving away wrapped confectionary or biscuits, or packets of chips |                            |
|              | Wine tastings with cheese – does not include other alcohol   |                            |
| requirements | <b>Food Safety Supervisor</b>  | <b>Food Safety Program</b> |
|              | Not required   | Not required               |

|   |  |  |
|---|--|--|
| 3 | Giving away <u>unpackaged, low risk food</u> or drinks<br>For example: You are sampling your product and opening up the packet for people to taste |  |
|   | Giving away <u>packaged, unopened high risk food</u><br>For example: Giving away unopened tubs of yogurt   |  |
|   | Giving away samples of <u>unpackaged high risk foods</u><br>For example: Giving away cups of yogurt or ice cream                                   |  |
|   | Class 3 is the most common class for businesses participating in sampling  |  |

| requirements | Food Safety Supervisor  | Food Safety Program  |
|--------------|---|--|
|              | Not required  | Businesses participating in Class 3 activities are not required to have a Food safety program, <b>but are required to keep minimum records</b> if applicable – please follow this link for further information: <a href="#">information on minimum records</a> |
|              | However, it is recommended that staff have some food safety knowledge |  |

|              |  |   |
|--------------|--|---|
| 2            | Giving away foods that have been changed from their original product through cooking or processing<br>For example: Sampling a pasta product by giving it away with a pasta sauce cooked on site                          |   |
|              | If you believe you may be a Class 2 but are unsure, it is worth contacting your council to make sure.  |   |
| requirements | <b>Food Safety Supervisor</b>  | <b>Food Safety Program</b>  |
|              | Businesses participating in Class 2 activities <b>are required to have a qualified Food Safety Supervisor</b> – please follow this link for further information: <a href="#">information for Food Safety Supervisors</a> | Businesses participating in Class 2 activities <b>are required to have a Food Safety Program</b> – please follow this link for further information: <a href="#">FSP information</a> |



If you are still unsure of your class, or need more information on Food Safety Supervisors of Food Safety Programs please [contact your local council](#).

