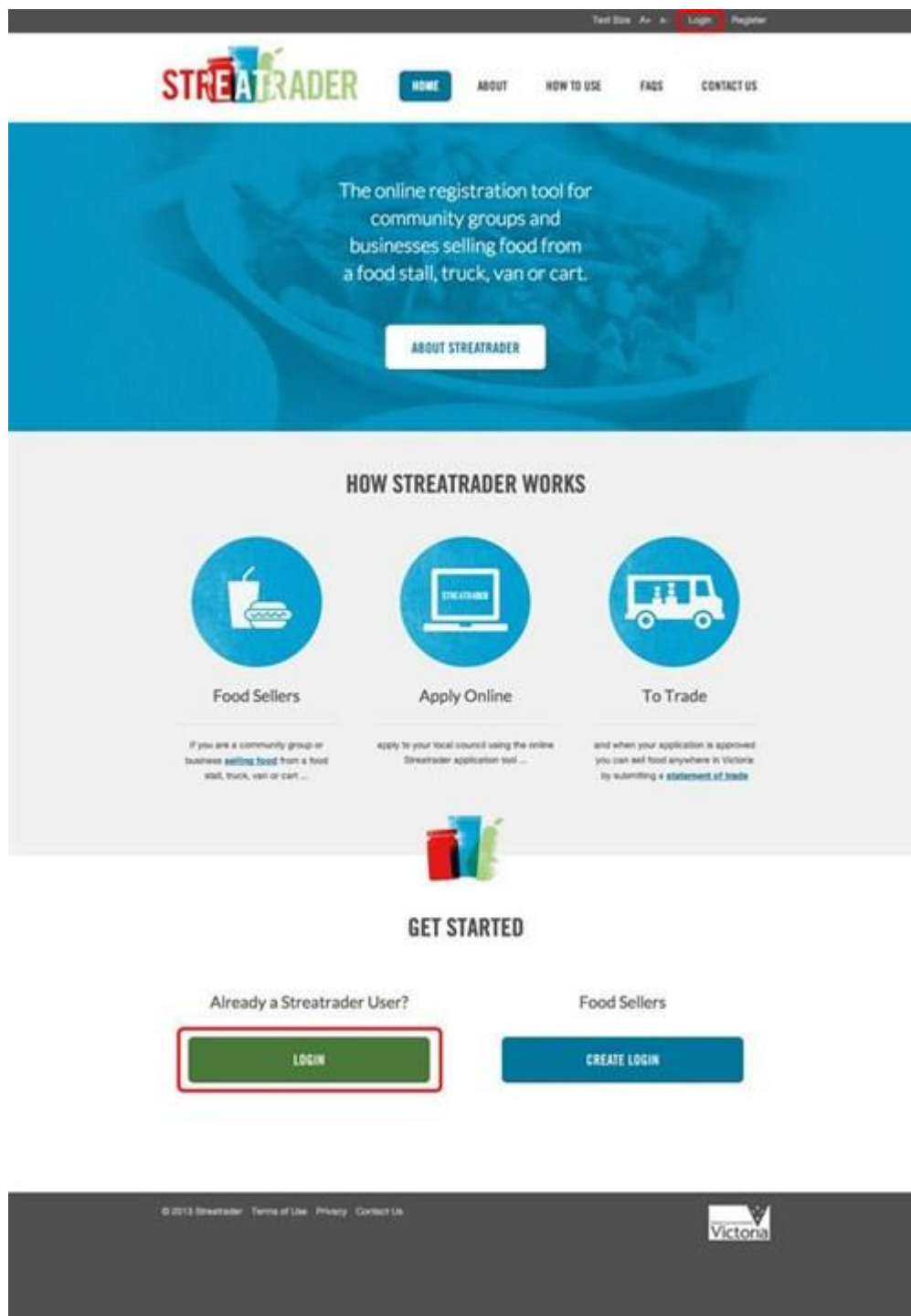


# How to lodge a Statement of Trade (SOT)

Please note: unless you submit your Statement of Trade at the same time as you apply for your registration, you will not be able to lodge a Statement of Trade until your registering council has accepted your application.

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



The screenshot shows the Streatrader website interface. At the top, there is a navigation menu with links for HOME, ABOUT, HOW TO USE, FAQS, and CONTACT US. The main content area features a blue banner with the text: "The online registration tool for community groups and businesses selling food from a food stall, truck, van or cart." Below this is a button labeled "ABOUT STREATRADER".

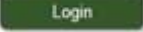
The "HOW STREATRADER WORKS" section is divided into three columns:

- Food Sellers:** Represented by a food icon. Text below: "If you are a community group or business selling food from a food stall, truck, van or cart ..."
- Apply Online:** Represented by a laptop icon. Text below: "Apply to your local council using the online Streatrader application tool ..."
- To Trade:** Represented by a food truck icon. Text below: "and when your application is approved you can sell food anywhere in Victoria by submitting a statement of trade"

Below this section is a "GET STARTED" heading with two buttons:

- Already a Streatrader User?:** A green button labeled "LOGIN" which is circled in red in the original image.
- Food Sellers:** A blue button labeled "CREATE LOGIN".

The footer contains copyright information: "© 2013 Streatrader Terms of Use Privacy Contact Us" and the logo for the Government of Victoria.

Enter your 'Email' and 'Password' and select the  button

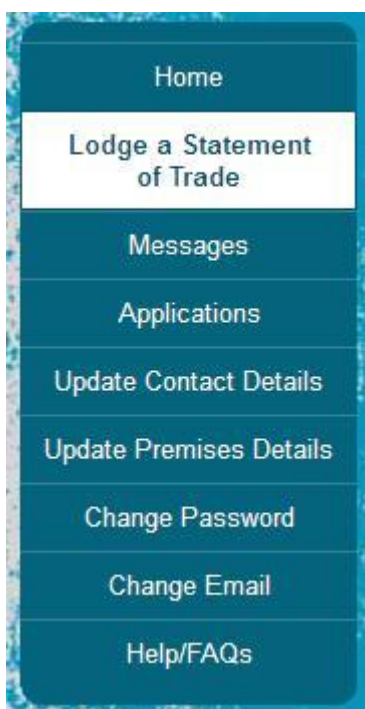
Login

Email youremailhere@streatrader.com

Password .....

[Forgot Password](#)

Once you have logged into Streatrader, from the menu on the left side of the screen select “Lodge a Statement of Trade” and a Statement of trade application will open.



Select the green **Lodge SOT** button at the bottom of the screen. This will allow you to complete the SOT application.

You will then be asked to select which premises you wish to add the SOT to. Most users will only have one premises.

### Statement of Trade

#### Create Statement of Trade Application S

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 suusage sizzle (Tent/Marquee) Add Trading

(Not Trading)

Progress

< Previous Continue >

Press the Add Trading button next to the relevant premises that you would like to submit a SOT for.

The trading details screen contains a list of pre-defined Events. This list can be searched by Event Name, Suburb or Council. Select the Event from the list and select continue.

### Event details Application S

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"/>	<input type="text"/>	Ballarat	<span style="border: 1px solid #0056b3; border-radius: 5px; padding: 2px 5px;">Search</span>
<input type="radio"/> Australia Day Celebrations	Lake Wendouree	City of Ballarat	
<input checked="" type="radio"/> Ballarat Bridge Mall Farmers Market	Ballarat	City of Ballarat	
<input type="radio"/> Ballarat Lakeside Farmers Market	Wendouree	City of Ballarat	
<input type="radio"/> Buninyong Farmers Market	Buninyong	City of Ballarat	
<input type="radio"/> Caledonian Market	Brown Hill	City of Ballarat	
<input type="radio"/> Summer Sundays	Lake Wendouree	City of Ballarat	

Showing 1 to 6 of 6 entries (filtered from 13 total entries) 
First
Previous
1
Next
Last

I am unable to find my event in the list

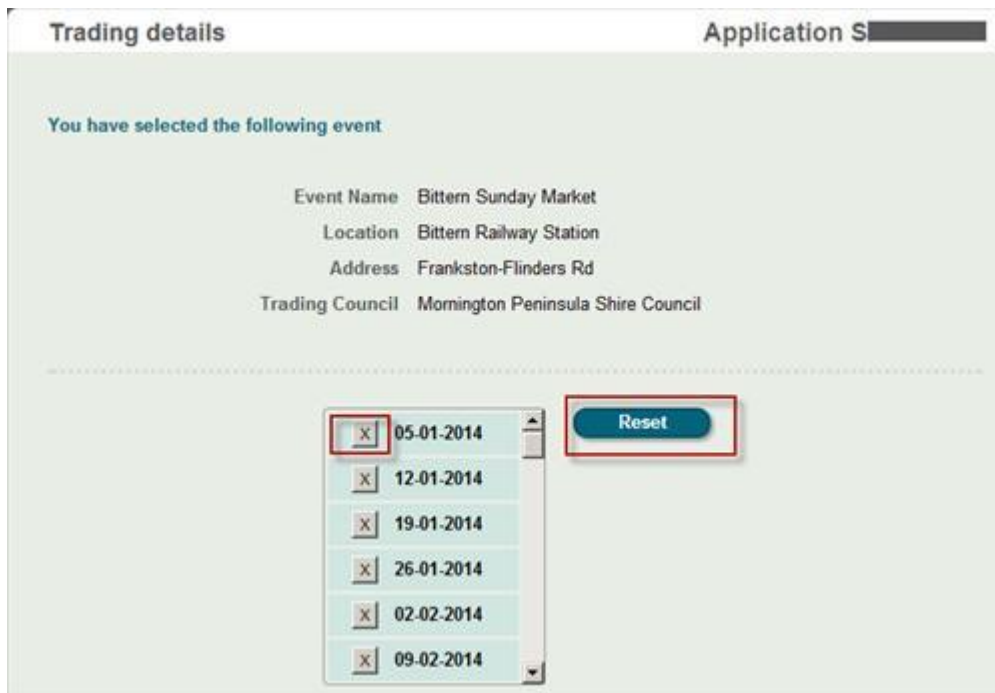
Progress

< Previous Continue >

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 and select continue.




If you selected an event from the list confirm the dates you are trading, you are able to reset the dates or delete dates by selecting the cross. Once you have finalised the dates select continue.



If your event was not on the list you will need to enter the details of where and when you plan to sell food. You will be required to enter:

- Location description eg: name of park, outside a shop or store
- Event name eg: festival, market name
- Street address
- Suburb or Town by selecting the "select suburb" button.

Please enter the details of where you plan to trade:

Location description 

Event name (if applicable)

Street Address

Suburb / Town

State

Postcode

You can then add in the dates you plan on trading by selecting the dates on the calendar below the location details. To change months, from the drop down listing select the correct month. To add a date to the Statement of trade, select the date on the calendar, and the date will be added to the list on the right.

Are you planning to trade:

on specific dates

generally within a date range

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					

If you trade at the same location on multiple days, you can click on the multiple dates on the calendar and add multiple dates to one SOT.

When you have added all the dates of trading, select the  button at the bottom of the screen.

You will be shown a review of the details you have entered in to the SOT as shown below.

## Create Statement of Trade

Application S

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 suusage sizzle (Tent/Marquee)

Add Trading

#### Trading Details

Trading Council : Kingston City Council



Trading : 26-06-2014

Progress

< Previous

Continue >

You can then add more SOTs by pressing the **Add Trading** button. If you need to amend any details, select the Edit button next to the SOT you would like to amend.

If the details are correct, select the **Continue >** button. You will then be taken to the validation screen.

If the Message shown says Valid, you can select the **Continue >** button to complete the declaration page.

Complete the declaration and select **Continue >**

You are now ready to send the SOT to Council. Once you select the **Lodge** button your application will be sent to Council and you will be returned to your home screen where you can continue to use Stretrader or logout of the system.