

Guide for community and not-for-profit groups

Cake stalls

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Cakes stalls

What you need to know

If your community group sells food solely for the purposes of raising funds for charity or is a not-for-profit body, this information will help you understand your responsibilities under the Victorian *Food Act 1984* (the Act) and your role in keeping food safe.

Food premises classes

The Act separates food premises into four classes based on the food safety risks of their highest risk food handling activity. Different requirements and obligations apply for each of the four classes of food premises and the Act sets out what must be done to make sure that the food sold in each class is safe to eat.

While all class 2 and most class 3 temporary food premises are required to register their food businesses with their local council annually, class 4 temporary food premises are only required to notify their council once.

How are cake stalls affected?

Cake stalls, where cakes are being sold that are packaged – that is, wrapped or placed in clean containers – and do not contain raw egg, custard or cream, are classified as class 4 – the lowest level of regulation. As a class 4, you may also carry out any other class 4 food activities, such as selling bottled water or soft drinks.

If you plan to sell goods that contain raw egg, custard, cream or cakes that are unpackaged, you must contact your council as different food safety rules apply and your stall would not be assessed as a class 4 premises.

Does our group need to register?

As a class 4 food premises, you are required to notify your local council before trading in Victoria. You do this on the Food Safety Unit's online registration platform, Streatrader, which can be found at:

<https://streatrader.health.vic.gov.au/>.

If you are only asking for a voluntary donation, such as a 'gold coin donation', or giving away your food, you do not need to be registered with, or have notified, your local council.

It is important to know if your community group is already registered or has made a notification previously to your council on Streatrader. If you are unsure, call your local council's environmental health unit for advice.

If you're unsure of who your council is, you can use the 'Find your local council' website at:

<https://knowyourcouncil.vic.gov.au/councils>.

How do we notify our council?

To notify your local council all you need to do is apply online via [Streatrader](#). You will need to create an account (if you don't already have one) and login. Once you have done this, the online application forms will be made available for you to fill in. If you have any difficulties, contact your council's environmental health unit for assistance.

When you have completed the online application form, the Streatrader system will automatically lodge your application with your local council for review and approval at no cost.

Our council approved our application, now what?

Once you have lodged your notification, all you need to do before you can hold your cake stall is lodge your 'statement of trade' (SOT) on Streatrader – with the date, time and place you will be trading (holding your cake stall) – for each time you intend to trade. To do this log in to your Streatrader account and click the 'lodge statement of trade' button, which will appear as soon as your council have accepted your notification.

The SOT form will ask you when and where you are intending on trading. Once completed, the form will be sent electronically to the appropriate council, free of cost, to notify them you will be trading in their area.

You are required to submit a SOT each time you trade in Victoria – log in to your Streatrader account and lodge a SOT with the appropriate date and location for your group's upcoming event **at least five days before you hold your cake stall**.

Go to the Streatrader [website](#) for further details.

Are there any requirements or fees?

There are no legal requirements – such as having a food handling certificate, a food safety program or a food safety supervisor – for class 4 temporary food premises.

Councils do not charge for a class 4 notification.

Council may inspect your food stall at any time; for a spot check to make sure that your food is safe, or if complaints have been received.

Of course your group is free to run food activities that fall into other food premises classes as long as you meet the food safety requirements that apply to that class and have the approval of your local council. Please note: councils impose registration fees on class 1, 2 and 3 food premises.

Food safety is everyone's responsibility

Everyone who works with food is responsible for the delivery of safe food to the customer. All food premises, including for-profit businesses, community and not-for-profit groups, that sell food are legally required to ensure that the food they prepare is safe for people to eat, regardless of the type or class of food sold.

How to keep your cake stall food safe

Preparing food

- Make sure all volunteers know how to handle food safely.
- Ensure all cakes are packaged or placed in clean containers with close fitting lids.
- Label cakes with the list of ingredients used to make them.

Records

- While no formal records are required for class 4 temporary premises, you may choose to keep a record of who made the cakes you sell, or where they were purchased, in case of enquiries following the event.

Transport and storage

- Ensure cakes are packaged or covered and transported in clean containers.
- Store cakes and packaging supplies in safe and clean conditions.
- Do not use damaged packaging and throw away any cakes in damaged packaging.

Cleaning and hygiene

- Clean all your equipment, food preparation and food display areas before and after you use them.
- Use only clean, dry cutting boards, equipment and utensils to serve cakes.
- Make sure there's somewhere for food handlers to wash their hands, otherwise have suitable hand sanitisers available.
- Remove waste regularly and make sure you wash and dry your hands before resuming food handling.

Display

- Cover cakes to protect them from insects and dust.

Allergies and intolerances

Make sure foods containing ingredients that can cause allergic reactions (such as eggs, gluten, sesame, nuts, dairy, lupin and soybeans) are identifiable. For example, ask your supplier or the maker if there are any allergen sensitive ingredients in their cakes. You should be able to provide accurate information about the ingredients in your food to your customers. If you can't answer an allergen query with certainty, **don't guess** – your guess could be deadly for someone with an allergy.

For more information on allergens go to the Food Safety Unit website at: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-allergen-awareness>.

Further information

Free food handler learning program

Community volunteers are encouraged to complete the Food Safety Unit's free online learning program, DoFoodSafely, to improve their knowledge of safe food handling techniques. This informative and fun program takes about an hour to complete and includes seven topics on food safety and a final quiz. Participants who score more than 90 per cent on the quiz receive a certificate. You can find the program at:

<https://dofoodsafely.health.vic.gov.au>.

Don't let your food turn nasty

Community groups fundraising events video

The 'Community groups fundraising events food safety obligations' video outlines community and not-for-profit groups' food safety obligations and provides a simple tool to help identify what classification your groups' activities fall into. The video is available in English, Arabic, Chinese and Vietnamese languages. You can find the video at: <http://communityfood.health.vic.gov.au/>.

Food Safety Unit, Department of Health and Human Services

Visit the Food Safety Unit website for helpful food safety tools and information at: <https://www2.health.vic.gov.au/public-health/food-safety> or contact the Unit by email at: foodsafety@dhhs.vic.gov.au.

To receive this publication in an accessible format phone 1300 364 352, using the National Relay Service 13 36 77 if required, or email foodsafety@dhhs.vic.gov.au

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Available at <https://www2.health.vic.gov.au/public-health/food-safety/publications-guides-resources>