

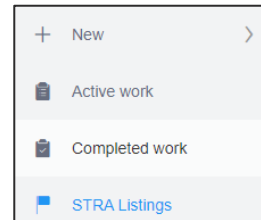
Managing Short-Term Rental Accommodation (STRA) Bookings

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Following the registration of a short-term rental accommodation (STRA) property, registrants can enter the bookings for their STRA properties via the STRA Listings area in the NSW Planning Portal. The below steps will outline how to enter bookings for a registered STRA property.

Locating the STRA Property

1. Log in to the NSW Planning Portal and **click** STRA Listings from the main menu to open the STRA Properties area.



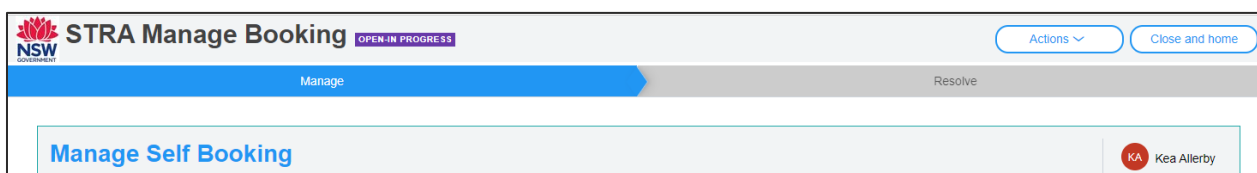
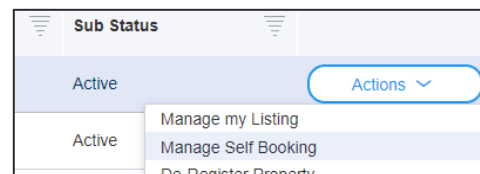
Note: The STRA Properties area will open displaying all STRA properties that have been registered under your Portal account.

STRA Properties							
Property ID	Site Address	Hosting Type	Renewal Date	Status	Sub Status		
PID-STRA-1011	200 BLACKTOWN ROAD BLACKTOWN 2148	Non-Hosted	10/03/2022	De-Registered	No longer want to be in STRA	Actions	
PID-STRA-740-1	105 SECOND AVENUE BERALA 2141	Non-Hosted	21/02/2022	De-Registered	Sold	Actions	
PID-STRA-1027	64 WILLIAM STREET GRANVILLE 2142	Non-Hosted	10/03/2022	Registered	Active	Actions	

Managing Self Bookings

Once the property is registered in the NSW Planning Portal, the registrant can manually record the number of days a STRA property is booked out for.

2. **Select** Manage Self Booking from the properties Actions dropdown menu.



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3. **Select** the period in which the booking will fall under.

Choose Booking Period *

Current renewal year

Next renewal year

Note: The bookings for the selected renewal period will be displayed below.

4. **Click** Add New Self Booking to open a booking entry on the table above.

From Date *

No items

[Add New Self Booking](#)

5. **Enter** the booking from and to dates by clicking on the calendar icon and selecting a date.

From Date *	To Date *	Total number of booking days	
<input type="text"/>	<input type="text"/>		Cancel Booking
Add New Self Booking			

Note: To add another booking, repeat steps 4 and 5 again. To remove or cancel a booking, select Cancel Booking. The number of booking days for each booking will be displayed and the overall number of booking days for the entire period will also be calculated.

6. **Click** Submit.

Submit

Note: You can also click Cancel to return to the Active Work area.

End of steps

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.

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