

Managing Short-Term Rental Accommodation (STRA) Listings



Applicant

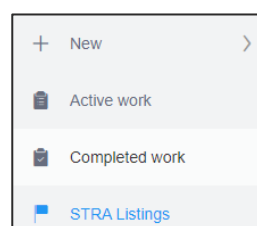
Following the registration of a short-term rental accommodation (STRA) property, registrants can manage their STRA properties via the STRA Listings area in the NSW Planning Portal.

The STRA Listings area allows Registrants to manage their STRA property details including the registration status and property details. The below steps will outline how to use the STRA listings area and manage your registered properties.

To de-register a STRA listing, please refer to our *De-registering a Short-Term Rental Accommodation Listing* quick reference guide.

Managing STRA Listings

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	▼

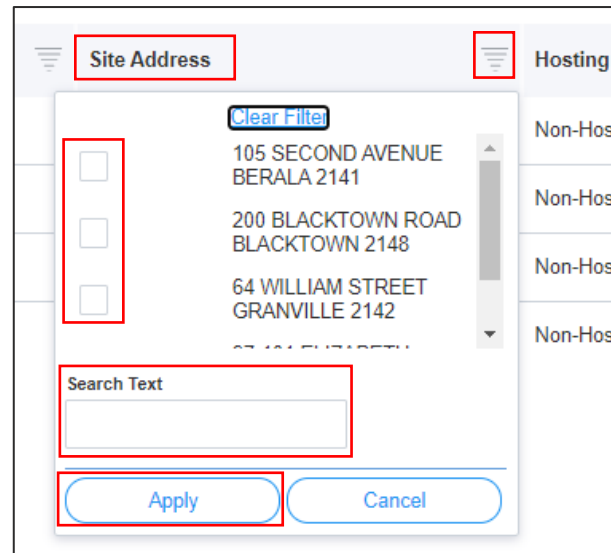
Column descriptions

Column Name	Description
Property ID	Unique identifier for the property assigned by the Portal after the registration process is complete.
Site Address	The address of the site on the registration.
Hosting Type	Can be either hosted / Non-Hosted as defined in the legislation.
Renewal Date	The date the property registration is due to be renewed in the Portal.
Status	The current status of the registration.
Sub Status	Identifies information as an extension of the property status.

Sorting and filtering

To locate a property, you can use the column sort and filter functions.

1. **Click** a column heading to sort by that column.
2. **Click** the filter icon to the right of a column heading to open the Filter panel for that column.
3. Use the contents listed to **select** and filter for specific entry(ies). You can also search for a specific entry by **entering** a keyword into the search field.
4. Once all options have been selected or entered, **click** the Apply button.



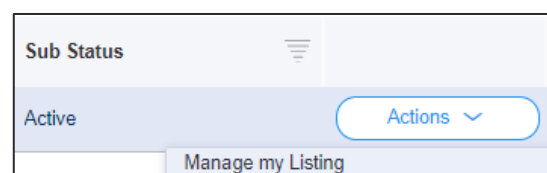
Note: You can only sort and filter by one column at a time, but you may check multiple options when filtering.

When using column filters, the information available under the STRA Properties will change to show only the records that match your filtering. If there are no results you can refresh by clicking on STRA Listings menu option.

Managing a listing

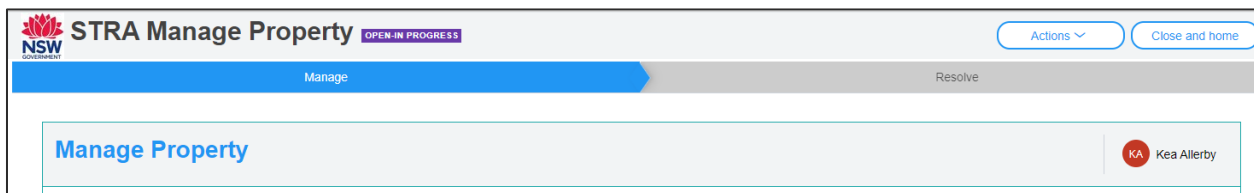
Once the property is registered, you can only update the hosting type under Manage my Listing. The accommodation type and dwelling address cannot be updated. If this information is incorrect, the property must be de-registered and you must register the correct property details.

2. **Select** Manage my Listing from the properties Actions dropdown menu.



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Note: The Manage Property screen will display.

- To change the hosting type, **select** the from the options available.

Hosting Type * ⓘ

Hosted STRA

Non-Hosted STRA

- Click** Submit to commit the hosting type change.

Submit

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

Changing the hosting type may alter the number of booking days allocated for your property.

End of steps

What Happens Next?

- When the Short-Term Rental Accommodation legislation comes into effect on 30 July, you can manage self bookings via the STRA Listings area.

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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