

# Registering a Short-Term Rental Accommodation (STRA) Property



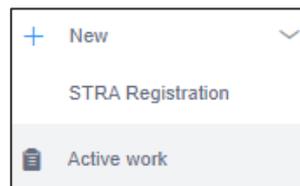
## Applicant

Registrants can register their short-term rental accommodation (STRA) property and make their registration fee payment via the NSW Planning Portal STRA Registration digital service.

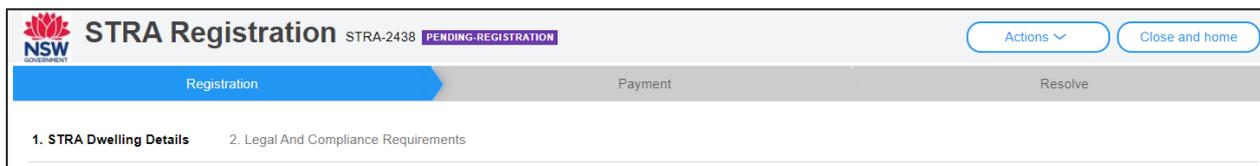
You must first register an account in order to access the NSW Planning Portal. To do this, please refer to our *Register for a Planning Portal Account* quick reference guide

## STRA Registration

1. Log in to the NSW Planning Portal **click** New and **select** STRA Registration to open the online registration form.



**Note:** When you initiate a new STRA registration, the system will automatically generate a unique reference number which is visible at the top of the application. This reference number will be your property ID, beginning with 'STRA'.



**Note:** The STRA Registration screen displays. Throughout the online form, mandatory fields are indicated with an asterisk (\*), and predictive functionality is indicated by a blue triangle on the bottom right-hand corner of the field box. Select the information icons  available next to fields for further explanation.

## STRA Dwelling Details

2. **Indicate** the Registrant ownership status.

**Note:** If Tenant or Letting Agent is selected, you will be required to upload confirmation of owners consent.

3. **Select** the accommodation type from the dropdown menu.

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4. **Indicate** if there are multiple dwellings on the same property and enter the number of dwellings or continue to the next step.

Are there multiple dwellings on the same property?

Capture the dwelling number \*

**Note:** If you have more than one dwelling on the same property, you will need to register each STRA dwelling.

5. **Select** the hosting type.

Select the hosting type \*

Hosted STRA

Non-Hosted STRA

6. **Enter** the property address to search and locate the address. Once located, select the result from the list.

Enter address \*

e.g. 66 Harrington Street, Sydney NSW 2000

**Note:** For unregistered addresses, there is no auto-populate feature. You need to tick the Address did not display box and enter the address manually.

This will disable the predictive text feature. You will also need to enter the council / consent authority name. e.g. Sydney / Byron Bay / Orange.

Address did not display ?

Enter Address \*

Select council name or consent authority \*

Council name

7. **Click** Save and continue to progress to the next step.

Save and continue

**Note:** You can also click Cancel to discard the registration, or Save and exit to save all the information input to date, and return to your active work. Save and exit will only work if all mandatory fields have been completed.

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Applicant

## Legal and Compliance Requirements

8. **Indicate** if the STRA dwelling complies with the relevant fire safety standards.

Does the dwelling comply with the relevant requirements as prescribed in the Short-term Rental Accommodation Fire Safety Standard? \* ⓘ

Yes

No

9. **Indicate** if you have provided an Emergency Information Pack.

Have you provided an Emergency Information Pack? \* ⓘ

Yes

No

10. **Complete** the declaration.

**Declarations \***

I declare that all the information on my registration is true and correct.

[Terms And Conditions](#)

11. **Click** Proceed to Payment to save the registration and pay the registration fee.

[Proceed to Payment](#)

## Reviewing and Paying

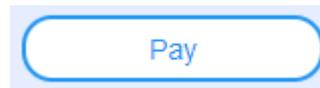
The screenshot shows the 'STRA Registration' page for application STRA-2438, which is in a 'PENDING PAYMENT' state. The page has a progress bar with three stages: 'Registration' (completed), 'Payment' (current), and 'Resolve'. A message states: 'To process this application, a payment needs to be made.' Below this, it specifies 'Payment towards: Department of Planning, Industry and Environment' and 'Amount due: \$65.00'. There are 'Pay' and 'Cancel' buttons. A note at the bottom says: 'If you intend to change the responses related to the dwelling and legal/compliance requirements, please cancel the current registration by clicking on the Cancel button and restart a new registration.' At the bottom, there are navigation links for 'Property details', 'Legal Requirements', 'Documents', 'Action summary', and 'Related cases'.

**Note:** Changes cannot be made to the responses that have been provided. If changes are required, click Cancel and restart a new registration.

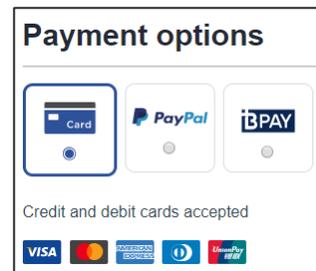
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12. Click Pay to be taken to the payment screen.



13. Select the payment type.



**Note:** A merchant fee (0.44% to 1.76%) applies for using credit and debit cards.

14. Enter the card details and click Validate card.

Card number	0000 0000 0000 0000
Expiry date	MM/YY
Security code	000

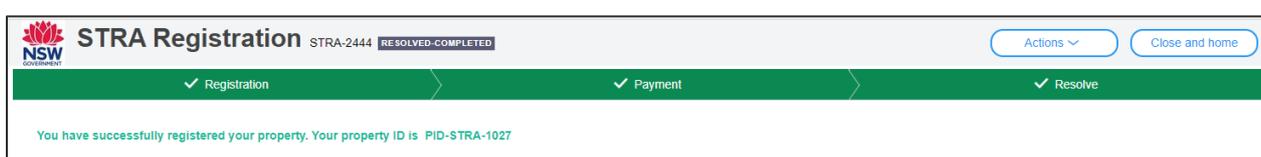
15. Enter an email address to receive tax invoice.

Email address
Please provide your email address if you wish to receive a tax invoice.
<input type="text"/>

16. Click Pay now to submit the payment.

<b>Payment summary</b>	
Amount	\$65.00
Merchant fee including GST (VISA) ⓘ	\$0.29
<b>Total amount</b>	<b>\$65.29</b>
<input type="button" value="Cancel"/>	<input type="button" value="Pay now"/>

17. Take note of the property ID that has been issued for the registered STRA property displayed on the screen.



End of steps

## What Happens Next?

- The STRA properties registered under this account can be viewed under the menu item STRA Listings where you can also manage or de-register the property.

## 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.