

Manage Host and Registrant Details for a Registered STRA Property



Applicant

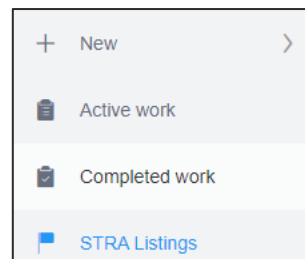
Following the registration of a short-term rental accommodation (STRA) property, registrants can add or modify the host and registrant information via the STRA listings section in the NSW Planning Portal.

The below steps will outline how to add or modify both the host and registrant information for registered properties.

Add or modify host details

Once the property is registered, you can add host details to the registration if not previously completed or modify the registered host details if there is a change.

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



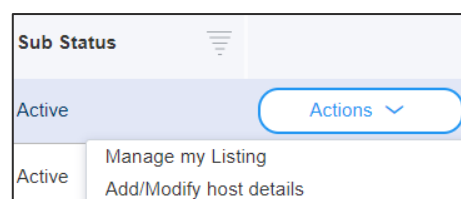
Note: The STRA properties area will open displaying all STRA properties that have been registered under your Portal account.

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

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.

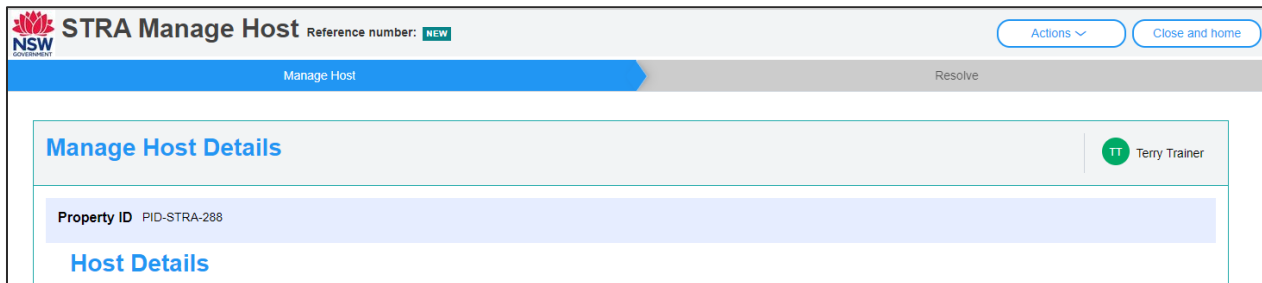
Select the information icons available next to fields for further explanation.

2. **Select** Add/Modify host details from the actions dropdown menu.




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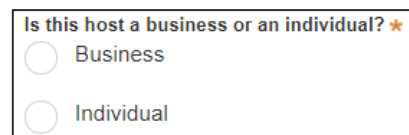
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The screenshot shows the 'STRA Manage Host' interface. At the top, there is a header with the NSW Government logo, the text 'STRA Manage Host', and a 'Reference number: NEW' indicator. On the right, there are 'Actions' and 'Close and home' buttons. Below the header, there is a 'Manage Host' tab and a 'Resolve' button. The main content area is titled 'Manage Host Details' and includes a user profile for 'Terry Trainer'. A 'Property ID' field shows 'PID-STRA-288'. A 'Host Details' section is visible below.

Note: The STRA manage host 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.

3. **Indicate** if the host is a business or an individual.



Is this host a business or an individual? *

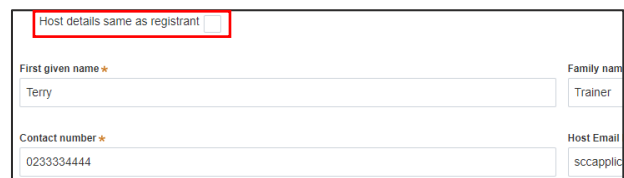
Business

Individual

Note: Business hosts are required to enter their business information and the contact details of a representative. Individual hosts are required to enter the hosts details including contact information and date of birth.

4. **Enter** the remaining host details by:

- **selecting** the checkbox to indicate the host details are the same as the registrant to prepopulate some if not all the required fields, or by
- **entering** the required information.



Host details same as registrant

First given name *
Terry

Family name
Trainer

Contact number *
0233334444

Host Email
sccapplic

5. **Click** Submit.

Submit

Note: You can also click Cancel to discard the changes.

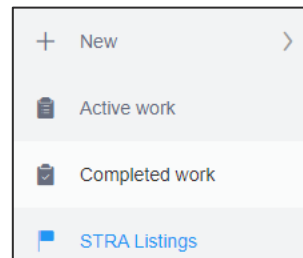
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Add or modify registrant details

Once the property is registered, you can add registrant details to the registration if not previously completed or modify the current registrant details if there is a change.

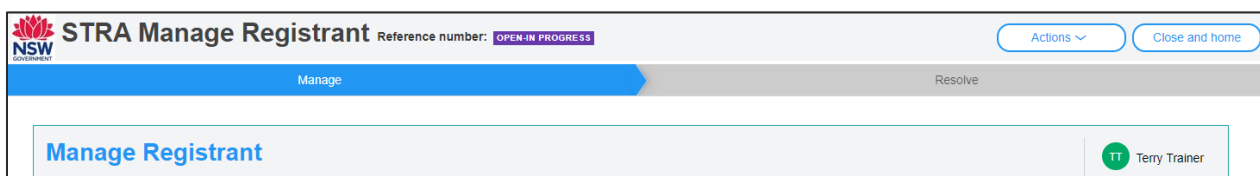
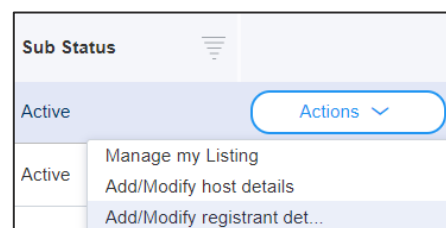
6. Log in to the NSW Planning Portal and **click** STRA Listings from the main menu to open the STRA properties area.




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		
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PID-STRA-1027	64 WILLIAM STREET GRANVILLE 2142	Non-Hosted	10/03/2022	Registered	Active	Actions	

7. **Select** Add/Modify registrant details from the actions dropdown menu.



Note: The STRA Manage Registrant 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.

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8. Enter the registrant's details in the required fields.

First given name *	Family Name *
<input type="text"/>	<input type="text"/>
Contact Number *	Email applicant999@yopmail.com
<input type="text"/>	

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.

Registrant Address	
Address did not display ? <input checked="" type="checkbox"/> ⓘ	
Street Address *	Select council name or consent authority *
<input type="text"/>	Council name
Suburb *	Post Code
Suburb	<input type="text"/>

9. Select if the property being registered has received development approval for STRA from your council.

Do you have a development approval from your council for STRA at this property *
<input type="radio"/> Yes
<input type="radio"/> No

10. Click Submit.

Submit

11. If you selected yes to the development approval question on the previous page, you are required to upload a copy of your development consent. You can **enter** the council DA number before **clicking** submit.

Development Approval Details		
Do you have a development approval from your council for STRA at this property *		
<input checked="" type="radio"/> Yes		
<input type="radio"/> No		
Please upload a copy of your development consent		
<input type="button" value="Upload DA"/>		
Document type	File name	Upload status
Development Consent*		
DA Number	<input type="text"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Save"/>	<input type="button" value="Submit"/>

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Note: You can also click Cancel to discard the changes.

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 here](#) or contact ServiceNSW on 1300 305 695.

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