

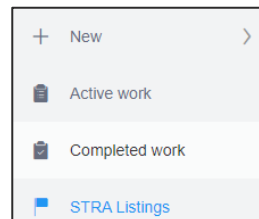
# Managing Short-Term Rental Accommodation (STRA) Bookings

## Applicant

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 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.



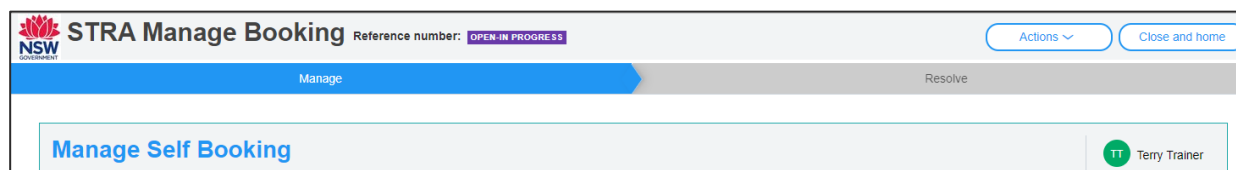
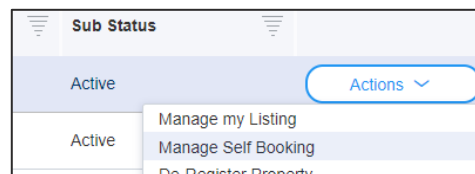
**Note:** The STRA Properties area will open, displaying all STRA properties that have been registered under the registrant's portal account.

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 property's Actions dropdown menu.



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3. **Select** the period that the booking will fall under.

Choose Booking Period \* ⓘ

Current renewal year

Next renewal year

Upcoming renewal year

**Note:** The dates for the renewal period selected and the bookings recorded for the 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 dates by **clicking** on the calendar icon and **selecting** these dates.

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

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

6. **Complete** the declaration.

Declaration \*

I declare that the dwelling complies with the fire safety standard \*

7. **Click** Submit.

[Submit](#)

**Note:** You can also click Cancel to return to the active work area.

When booking details are submitted, a summary of bookings for the property will be displayed. Click on the tabs to view the bookings history and audit trail.

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The screenshot displays the 'STRA Manage Booking' interface for a booking with ID STRAB-2521, which is in a 'RESOLVED-COMPLETED' state. The interface includes a navigation bar with 'Manage' and 'Resolve' options, and a main content area with tabs for 'Information', 'Booking Received through External Providers', 'Audit', and 'Booking History'. A green message states: 'Booking has been successfully accepted/modified/canceled based on the request.' Below this, the 'Chosen Booking Period' is shown as 'Current renewal year' with a 'Current Renewal Period' from 16/03/2021 to 15/03/2022. A table titled 'Self booking days for selected renewal year' provides the following data:

From Date *	To Date *	Total number of booking days
23/11/2021	28/11/2021	5

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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