

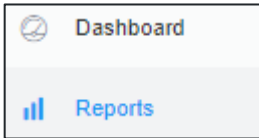
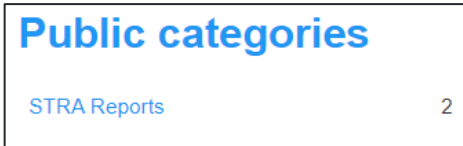
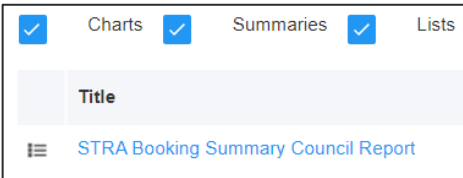
STRA Booking Summary Council Report

When a property is registered within your Council's local government area (LGA), the booking information for the registered property can be viewed via the STRA Booking Summary Council Report.

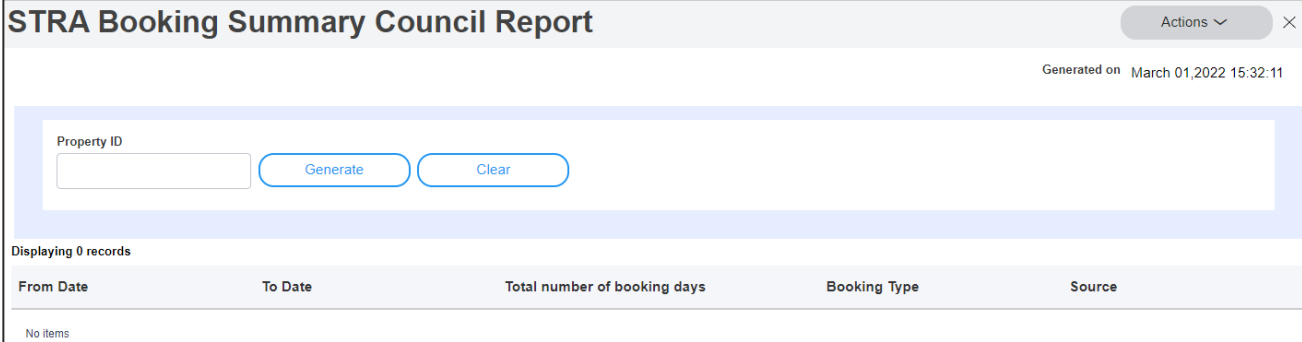
The information is collected and provided to Council in accordance with the *Privacy and Personal Information Protection Act 1998*.

To access the STRA Booking Summary Council Report you must be assigned user access to the STRA service by your Councils NSW Planning Portal Administrator(s). The STRA service must also be activated by your Portal Administrator(s) to assign user access.

Locating the STRA Booking Summary report

1. Click Reports from the menu to display the reports available.	
2. Select STRA Reports from the public categories menu.	
3. Click on the name of the report to view the detail.	

Searching for STRA Property Bookings



STRA Booking Summary Council Report

Actions

Generated on March 01, 2022 15:32:11

Property ID

Generate Clear

Displaying 0 records

From Date	To Date	Total number of booking days	Booking Type	Source
No items				

4. Enter the property ID (PID-STRA-XXX) and click Generate.

Property ID

5. Enter the property ID (PID-STRA-XXX) and click Generate.

Registrant Address
Address ★

Address did not display ? ☐ ⓘ

Note: The booking records will display where bookings exist for the property. If no bookings for the property exist, there will be no records available.

Property ID

Displaying 3 records

From Date	To Date	Total number of booking days	Booking Type	Source
22/04/22	26/04/22	4	Performed New Booking	Self Booking
14/04/22	20/04/22	6	Performed New Booking	Self Booking

Sorting the booking records

6. Click a column heading to sort the report by that column. Click once to sort in ascending order or twice for descending.

From Date	To Date	Total
22/04/22	26/04/22	4
14/04/22	20/04/22	6

Export

All booking records can be exported to either PDF or Excel by following these steps:

7. Click Actions.

Actions ▼

8. Click on the type of report that you want to export (PDF, Excel).

Is this host a business or an individual? ★
☐ Business
☐ Individual

Note: The exported file will be available to open once the download is complete.

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/help/frequently-asked-questions> and / or contact the ePlanning Program team at ePlanning.Support@planning.nsw.gov.au.