

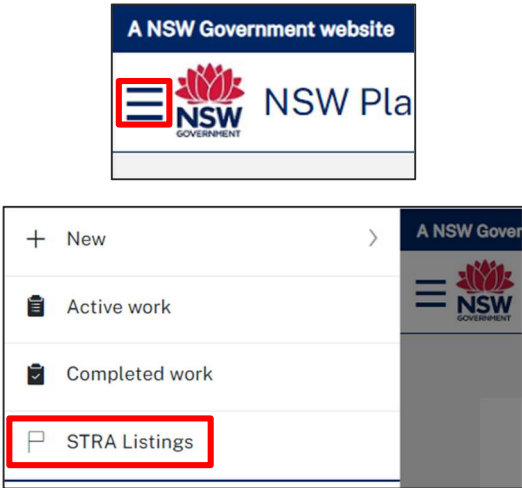
Manage host and registrant details for a registered Short-Term Rental Accommodation (STRA) property

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.

Locating the STRA property

1. Log in to the NSW Planning Portal and **open** the main menu in the top left-hand corner of the screen, then **click** STRA Listings 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

Close

This page displays the completed Short term Rental Accommodation (STRA) properties registered by this account. Any in progress registrations can be viewed on the active work NSW Planning Portal dashboard. To add a new STRA listing, select the "Add new listing" button below. You can also add a new listing by selecting "STRA Registration" from the New menu on the left.

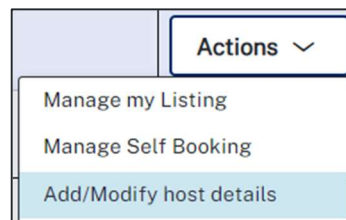
Add new listing

Property ID	Site Address	Hosting Type	Renewal Date	Status	Sub Status	
PID-STRA-2120	180 NEW ENGLAND HIGHWAY RUTHERFORD 2320	Hosted	17/01/2024	Registered	Active	Actions

Add or modify host details

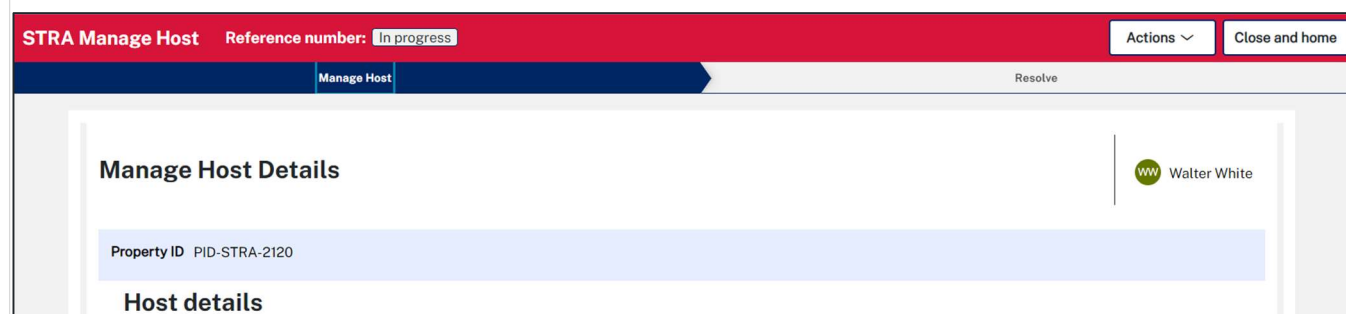
Once the property is registered, you can add host details to the registration if not completed at the time of registration.

2. **Select** Add/Modify host details from the Actions dropdown menu beside the relevant property.



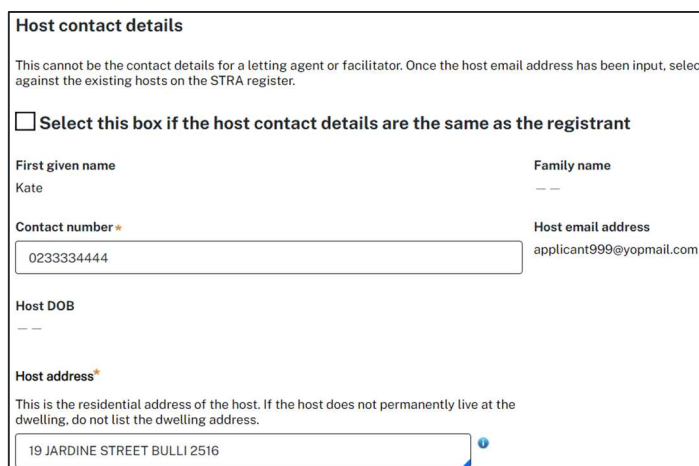
The screenshot shows a dropdown menu with the title 'Actions' and a downward arrow. The menu is open, displaying three options: 'Manage my Listing', 'Manage Self Booking', and 'Add/Modify host details'. The 'Add/Modify host details' option is highlighted with a blue background.

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.



The screenshot shows the 'STRA Manage Host' interface. At the top, there is a red header bar with the text 'STRA Manage Host' and 'Reference number: In progress'. To the right of the header are two buttons: 'Actions' and 'Close and home'. Below the header is a dark blue bar with 'Manage Host' and 'Resolve' tabs. The main content area is titled 'Manage Host Details' and features a profile picture of 'Walter White' (WW). Below this, there is a light blue box containing the text 'Property ID PID-STRA-2120'. At the bottom of the main content area, the text 'Host details' is visible.

3. **Complete** the host contact information or **update** necessary information.



The screenshot shows the 'Host contact details' form. It includes a warning message: 'This cannot be the contact details for a letting agent or facilitator. Once the host email address has been input, select against the existing hosts on the STRA register.' Below this is a checkbox labeled 'Select this box if the host contact details are the same as the registrant'. The form contains several input fields: 'First given name' (Kate), 'Family name' (empty), 'Contact number*' (0233334444), 'Host email address' (applicant999@yopmail.com), 'Host DOB' (empty), and 'Host address*' (19 JARDINE STREET BULLI 2516). There is a blue triangle icon next to the 'Host address*' field.

Note: When managing host details are disabled (read only) you must contact the NSW Planning Portal support team to change the host information.

Where adding the host information is enabled, if further guidance is needed on completing the host details refer to the *Registering a Short-Term Rental Accommodation Property* quick reference guide.

4. **Click** Submit to update the host details.



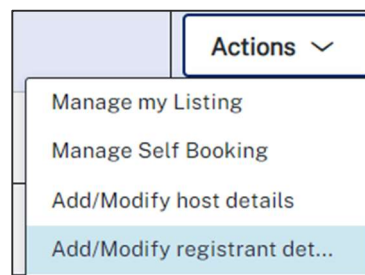
A blue button with the text 'Submit' in white.

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

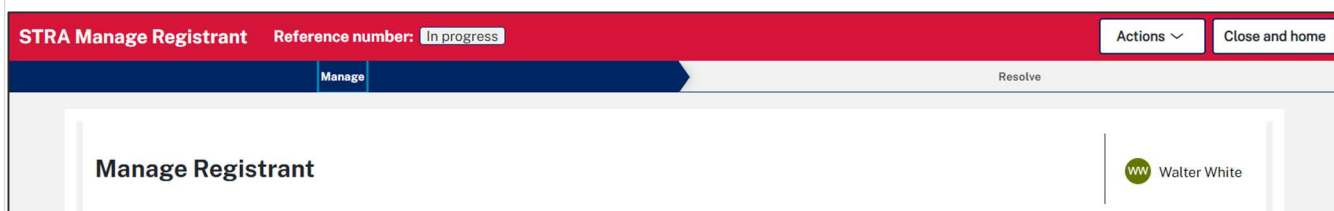
Add or modify registrant details

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.

5. **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. See the information icons available next to fields for further explanation.



6. **Enter or update** the registrant's details in the required fields.

First given name * Walter	Family name * White
Contact number * 0112345675	Email svpaapplicant1@yopmail.com
Date Of Birth <input type="text"/>	

7. **Enter or update** the registrants address to search and locate the address. Once located, select the result from the list.

Registrant address

Address *
88 BAR BEACH AVENUE THE JUNCTION 2291

Address did not display? ☐

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.

Address did not display ? <input checked="" type="checkbox"/> ⓘ	
Street Address *	Suburb *
<input type="text"/>	<input type="text" value="Suburb"/>
Post Code *	State *
<input type="text"/>	<input type="text"/>
Country *	
<input type="text" value="Australia"/>	

8. **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 ? *

☐ Yes

☒ No

9. Click Submit.

Submit

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

Development Approval Details

WW Walter White

Do you have a development approval from your council for STRA at this property ? *

☒ Yes

☐ No

Please upload a copy of your development consent

Upload DA ⓘ

Document type	File name	Upload status
Development Consent*		

DA Number

You can find the documents that were previously uploaded in the 'Uploaded documents' section below.

Uploaded Documents

Document type	File name		Uploaded by	Uploaded Date
No items				

Cancel

Save

Submit

Note: You can change your selection for development approval and also click Cancel to discard the changes entirely.

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/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.
- For STRA Register questions, please contact the NSW Planning Portal team at stra@dpie.nsw.gov.au.