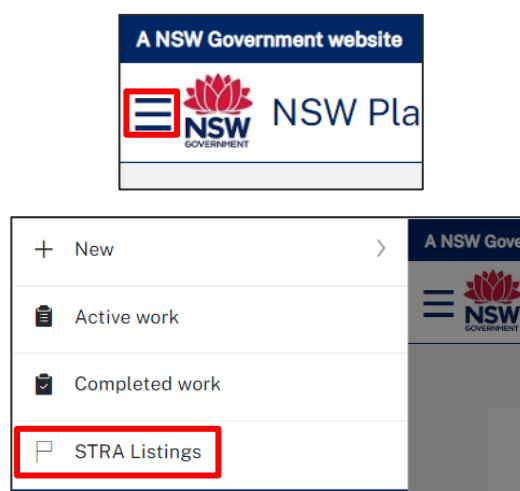


De-register a Short-Term Rental Accommodation (STRA) property

Following the registration of a short-term rental accommodation (STRA) property, registrants can manage their properties via the STRA Listings area. To de-register a STRA property listing, follow the steps outlined below.

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.

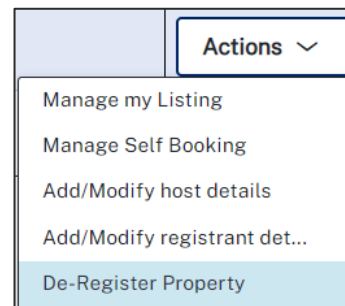


Note: The STRA Properties area will open displaying all STRA properties that have been registered under your NSW Planning Portal account.

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

De-registering a STRA Property Listing

2. **Select** De-Register Property from the Actions dropdown menu beside the relevant property.



Note: The De-Register Property screen will display.



3. **Select** a De-registration reason from the dropdown menu.

De Registration Reason *

Select ▼

4. **Click** Submit.

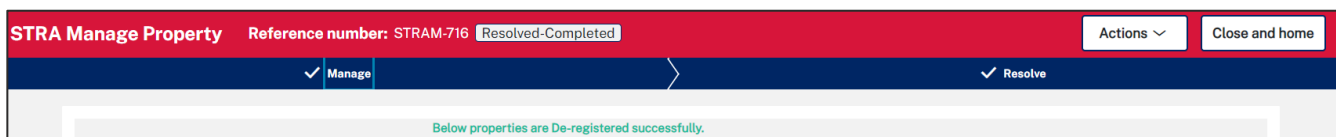


Note: You will receive the following error message identifying the property can not be de-registered if there are future bookings in place.

This property can not be de-registered as it has future bookings that are not cancelled. Please cancel the bookings before proceeding with de-registration.

You will need to cancel the bookings, including those made from an online booking platform, before proceeding with de-registration. Bookings cancelled via online booking platforms may take a few days to reflect in the Portal.

When the property has been de-registered, a confirmation message will be displayed on the screen.



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.