

# Registering a Short-Term Rental Accommodation (STRA) Property



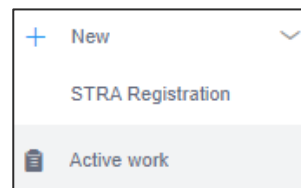
## Applicant

Registrants can lodge their Short-Term Rental Accommodation (STRA) property and make their registration fee payment via the NSW Planning Portal STRA registration digital service.

You must first register an account to access the NSW Planning Portal. To do this, please refer to our *Register for a Planning Portal Account* quick reference guide or video.

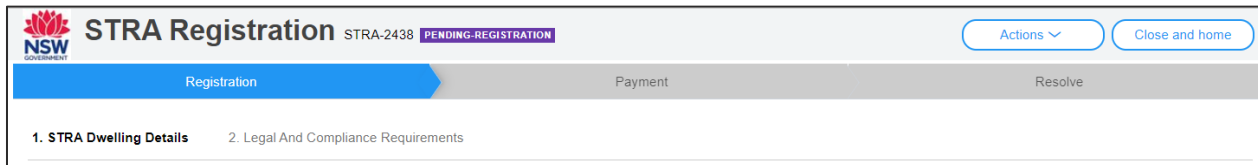
## STRA Registration


1. Log in to the NSW Planning Portal **click** New and **select** STRA Registration to open the online registration form.



**Note:** When you initiate a new STRA registration, the Portal will automatically assign you a reference number, which is visible at the top of the application.

Once your property registration is complete, you will be assigned STRA property ID starting with PID.



**Note:** On the STRA registration screen display, 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.

## STRA dwelling details

There are 3 sections of information that must be entered to capture STRA dwelling details:

1. Registrant details
2. Dwelling details
3. Host details

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### Registrant details

#### 2. Identify the registrant ownership status.

**Registrant Ownership Status** ★ ⓘ

Owner

Tenant

Letting Agent

Facilitator

**Note:** The selection of the registrant ownership status will define the registrant details to be captured.

- Owners are required to enter their name, contact information and date of birth.
- Tenants are required to enter their name, contact information, date of birth and upload confirmation of owner's consent.
- Letting Agents are required to enter a contact name, number, letting agent number and their business.
- Facilitators are required to enter their name and contact information, then upload confirmation of owner's consent.

#### 3. Enter the registrant details.

Letting agents can search for their business by ACN, ABN or name, or they can enter the details manually.

**Registrant Details**

First given name ★

Family Name ★

Contact Number ★

Email

Date Of Birth ★

#### 4. Enter the registrants address to search and locate the address. Once located, select the result from the list.

**Registrant Address**

Address ★

Address did not display?  ⓘ

**Note:** For unregistered addresses, there is no auto-populate feature. Tick the Address did not display box and enter the address manually.

This will disable the predictive text feature. You will also need to enter the council or local government area name, e.g. Sydney, Ballina or Orange.

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Address did not display?  [i](#)

Enter Address \*

Select council name or consent authority \*

5. **Click** Save and continue to progress to the next step.

[Save and continue](#)

**Note:** You can click Save and exit to save the information you have populated. Save and exit will only work if all mandatory fields have been completed.

## Dwelling details

6. **Select** the accommodation type from the dropdown menu.

Select the type of residential accomodation \* [i](#)

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

If you select yes, you are required to upload a copy of your development consent and you can **enter** the council DA number.

Do you have a development approval from your council for STRA at this property \* [i](#)

Yes

No

Please upload a copy of your development consent

[Upload DA](#)

DA Number

8. **Select** the hosting type.

Select the hosting type \* [i](#)

Hosted STRA

Non-Hosted STRA

9. **Enter** the property address to search and locate the address. Once located, select the result from the list.

Enter address \*

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**Note:** Please ensure that the address you enter is correct. You will not be able to update the address postcode or suburb after the registration fee is paid.

For unregistered addresses, there is no auto-populate feature. Tick the Address did not display box and enter the address manually.

This will disable the predictive text feature. You will need to enter the street address, suburb, and council / local government area, e.g. Sydney, Ballina or Orange.

The postcode will be defined based on the suburb selection.

Address did not display ?  ⓘ

<b>Address *</b>	<b>Select council name or consent authority *</b>
<input type="text"/>	<input type="text" value="Council name"/>
<b>Suburb *</b>	<b>Post Code</b>
<input type="text" value="Suburb"/>	<input type="text"/>

**10. Click** Save and continue to progress to the next step.

**Save and continue**

## Host details

**11. Identify** the host ownership status.

**Host ownership status \***

Owner

Tenant

Letting Agent

Facilitator

**12. Select** if the host is a business or 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.

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### 13. Enter the remaining host details.

You may **select** the checkbox to indicate the host details are the same as the registrant to prefill information from the registrant details.

Host details same as registrant

First given name *	Family name *
<input type="text"/>	<input type="text"/>
Contact number *	Host Email Id *
Mobile number preferred	<input type="text"/>
Host DOB *	<input type="text"/>
Host Address	

### 14. Click Save and continue to progress to the next step.

Save and continue

**Note:** You can click Save and exit to save the information you have populated. Save and exit will only work if all mandatory fields have been completed.

## Legal and compliance requirements

### 15. Select if the STRA dwelling complies with the requirements of the STRA fire safety standard, or if it will comply by 1 March 2022.

Does the dwelling comply with the relevant requirements in the Short Term Rental Accommodation Fire Safety Standard? \*OR The dwelling will comply with the relevant requirements in the Short Term Rental Accommodation Fire Safety Standard by 1 March 2022\* \*

Yes

No

[Please click here to view the STRA Fire Safety Standard](#)

**Note:** Click on the link provided to view the STRA fire safety standard information.

### 16. Select if you have provided an emergency information pack, or will provide one by 1 March 2022.

Have you provided an Emergency Information Pack? \*OR The Emergency Information Pack will be provided by 1 March 2022\* \*

Yes

No

[Please click here to view the Emergency Information Pack](#)

**Note:** Click on the link provided to view the emergency information pack information guide.

### 17. Complete the declaration.

Declarations \*

As an Short-term Rental Accommodation industry participant, I am aware of my obligations under the mandatory Code of Practice. A copy can be found [here](#) on the Department of Customer Service website.

[Please click here to view the Terms and Conditions](#)

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**Note:** Click on the link provided to view the terms and conditions.

**18. Click** Save and continue to progress to the next step.

Save and continue

**19. Review** the registration details and **click** Proceed to Payment to save your registration and continue to registration fee payment.

Proceed to Payment

**Note:** Your registration details cannot be amended once you have clicked Proceed to Payment.

## Reviewing and paying

Until the registration fee is made the STRA property registration will not be complete. Following payment of the registration fee you will be issued a STRA property ID.

NSW STRA Registration STRA-113 PENDING-PAYMENT

Registration Payment Resolve

This application requires a payment.

### Payment required

Pay to: Department of Planning, Industry and Environment  
Payment Type: Short Term Rental Accommodation Application Fee  
Total Amount due: \$65.00

Pay now

Cancel

If you intend to change the responses related to the dwelling and legal/compliance requirements, please cancel the current registration by clicking on the Cancel button and restart a new registration.

Property details Legal Requirements Documents Action summary Related cases

**Note:** Changes cannot be made once the STRA registration details are complete. If changes are required, click Cancel and restart the registration process.

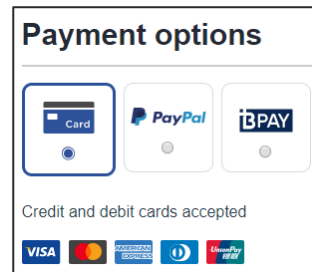
**20. Click** Pay now to be taken to the payment screen.

Pay now

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21. **Select** the payment type and follow the prompts to make your payment.



**Note:** BPAY payments can take up to 3 business days to process. All other payments are promptly processed.

22. **Enter** an email address to receive a tax invoice.

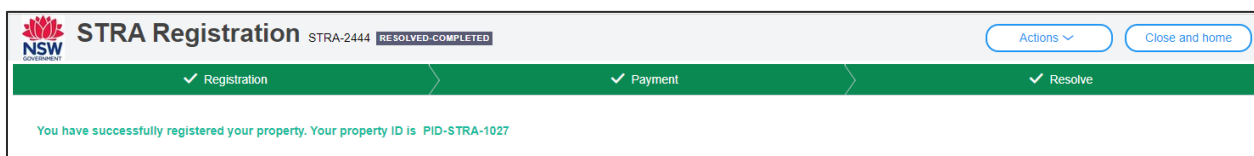
**Email address**  
Please provide your email address if you wish to receive a tax invoice.

23. **Click** Pay now to submit the payment.

**Payment summary**

Amount	\$65.00
Merchant fee including GST (VISA) ⓘ	\$0.29
<b>Total amount</b>	<b>\$65.29</b>

24. Take note of the property ID that has been issued on your screen. This is the STRA Property ID that is to be displayed alongside a short term rental accommodation online listing.



End of steps

## What happens next?

- The STRA properties registered under this account can be viewed under the menu item STRA listings. Here, you will be able to modify host and registrant details, add or modify bookings, and also manage or de-register the property.

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## 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 our [Frequently Asked Questions here](#) or contact Service NSW on 1300 305 695.

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