

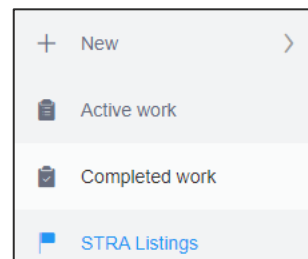
Manage Host and Registrant Details for a Registered STRA Property

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 **click** STRA Listings from the main menu to open the STRA properties area.



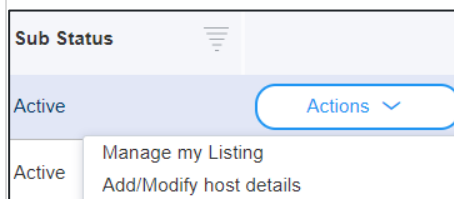
Note: The STRA properties area will open displaying all STRA properties that have been registered under your Portal account.

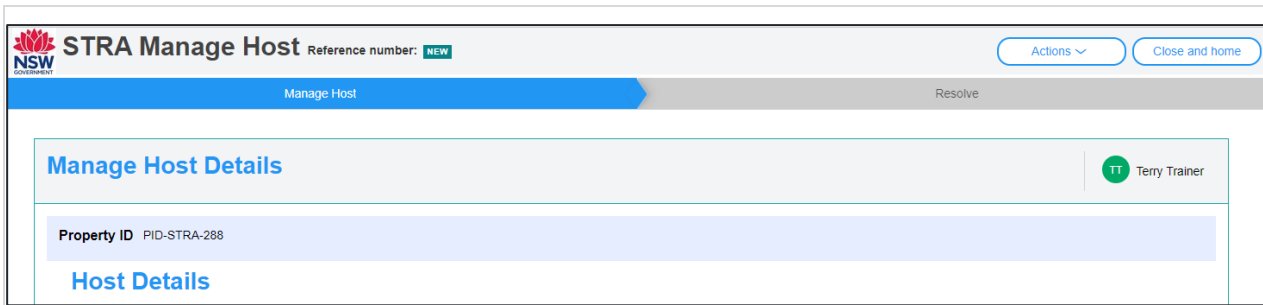
STRA Properties							
Property ID	Site Address	Hosting Type	Renewal Date	Status	Sub Status		
PID-STRA-1011	200 BLACKTOWN ROAD BLACKTOWN 2148	Non-Hosted	10/03/2022	De-Registered	No longer want to be in STRA	Actions	
PID-STRA-740-1	105 SECOND AVENUE BERALA 2141	Non-Hosted	21/02/2022	De-Registered	Sold	Actions	
PID-STRA-1027	64 WILLIAM STREET GRANVILLE 2142	Non-Hosted	10/03/2022	Registered	Active	Actions	


Add or modify host details

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

2. **Select** Add/Modify host details from the actions dropdown menu.





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.

3. Complete the host contact information.

Is this host a business or an individual? *

Business

Individual

Note: When managing host details are disabled (read only) you must contact the ePlanning 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.

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.

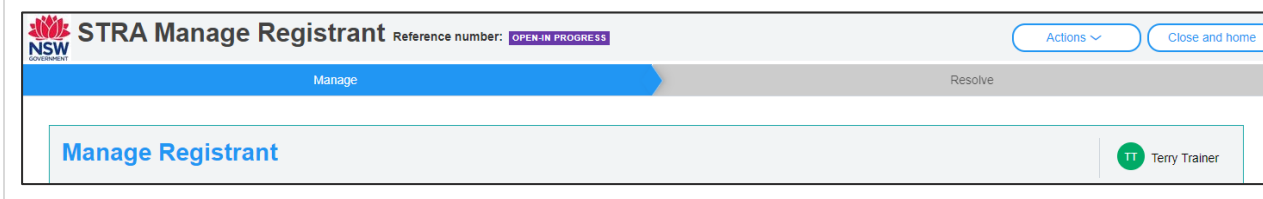
Sub Status

Active

Active Manage my Listing

Active Add/Modify host details

Active Add/Modify registrant det...



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. Select 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 * Terry	Family name * Trainer
Contact number * 0233334444	Email sccapplicant@yopmail.com
Date Of Birth 9/12/1977	

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

Registrant address

Address *
20 FERGUSON STREET CESSNOCK 2325

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.

Registrant address

Address did not display ?

Street Address *	Suburb *
	Suburb
Post Code *	State *
Country *	
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. You can **enter** the council DA number before **clicking** submit.

Development Approval Details

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

Yes

No

Please upload a copy of your development consent

Document type	File name	Upload status
Development Consent*		

DA Number

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.