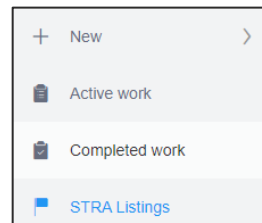


Managing STRA Bookings

Following the registration of a short-term rental accommodation (STRA) property, Registrants and Hosts can enter the bookings for their STRA properties via the STRA listings area in the NSW Planning Portal. The below steps outline how to enter bookings for a registered STRA property.

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.



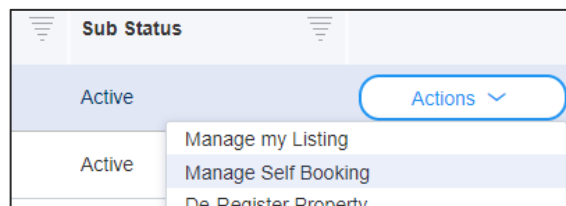
Note: The STRA Properties area will open displaying all STRA properties that have been registered under your Portal account.


STRA Properties						
Property ID	Site Address	Hosting Type	Renewal Date	Status	Sub Status	Actions
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

Managing self-bookings

Once the property is registered in the NSW Planning Portal, the registrant can manually record the number of days a STRA property is booked out for.

2. Select Manage Self Booking from the property's Actions dropdown menu.



**STRA Manage Booking** Reference number: OPEN-IN PROGRESSActionsClose and home

ManageResolve

Manage Self Booking

TT Terry Trainer

Note: The dates for each of the renewal periods and the bookings recorded will be displayed.

Short-Term Rental Accommodation

Host / Registrant



3. Click Add New Self Booking to open a booking entry on the table above.

From Date *

No items

[Add New Self Booking](#)

4. Enter the booking dates by clicking on the calendar icon and selecting the dates.

From Date *	To Date *	Total number of booking days	Current Renewal Year ⓘ	Next Renewal Year ⓘ	Upcoming Renewal Year ⓘ	
<input type="text" value=""/>	<input type="text" value=""/>	0				Cancel Booking

Note: The number of booking days for each booking will be displayed and the number of booking days for the entire period will also be calculated.

Enter each booking, including those with consecutive dates, as one entry.

To add another booking, repeat steps 3 and 4. To remove or cancel a booking, select Cancel Booking.

The Self-Booking function does not accept multiple bookings within the same date range.

5. Complete the declaration.

Declaration *

I declare that the dwelling complies with the fire safety standard *

6. Click Submit.

Submit

Note: You can also click Cancel to return to the active work area.

When booking details are submitted, a summary of bookings for the property will be displayed. Click on the tabs to view the bookings history and audit trail.

STRA Manage Booking Reference number: STRAB-207 RESOLVED-COMPLETED

Actions ▾
Close and home

✓ Manage ✓ Resolve

Information
Booking Received through External Providers
Audit
Booking History

Booking has been successfully accepted/modified/cancelled based on the request.

Booking details

Current Renewal Period: From 3/12/2021 To 02/12/2022

Next Renewal Period: From 03/12/2022 To 02/12/2023

Upcoming Renewal Period: From 03/12/2023 To 02/12/2024

Note: The register can accommodate bookings commencing from one day prior to the renewal start date of each year.

Self booking days for each year

From Date *	To Date *	Total number of booking days	Current Renewal Year ⓘ	Next Renewal Year ⓘ	Upcoming Renewal Year ⓘ
11/04/2022	14/04/2022	3	3		
22/03/2022	31/03/2022	9	9		

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.