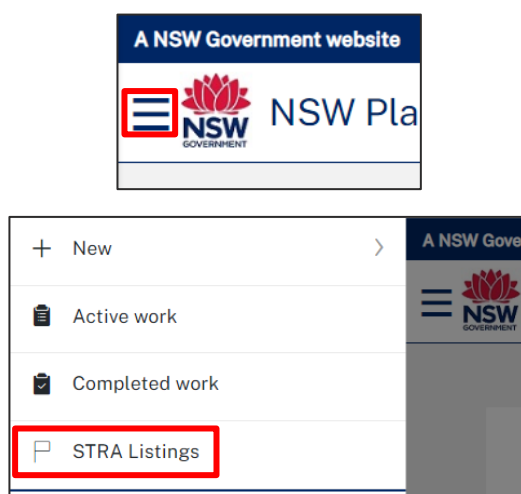


Manage Short-Term Rental Accommodation (STRA) bookings

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 **open** the main menu in the top left-hand corner of the screen, then **click** STRA Listings to open the STRA Properties area.



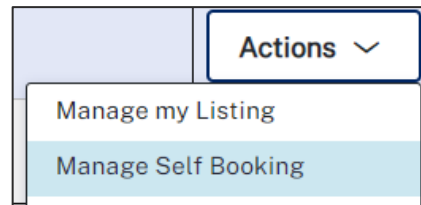
Note: The STRA Properties area will open displaying all STRA properties that have been registered under your Portal account.

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	

Managing self-bookings

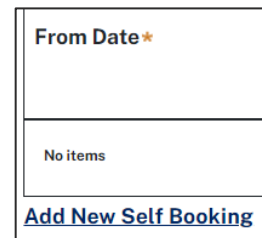
Once the property is registered in the NSW Planning Portal, the registrant can manually record the number of days a STRA property is booked out for.

2. **Select** Manage Self Booking from the Actions dropdown menu beside the relevant property.






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

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



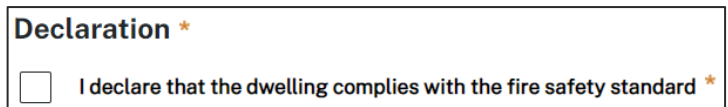
4. **Enter** the booking dates by **clicking** on the calendar icon and **selecting** the dates.

From Date *	To Date *	Total number of booking days	Current Renewal Year ⓘ	Next Renewal Year ⓘ	Subsequent Renewal Year ⓘ	
		0				Cancel Booking

Notes:

- 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.

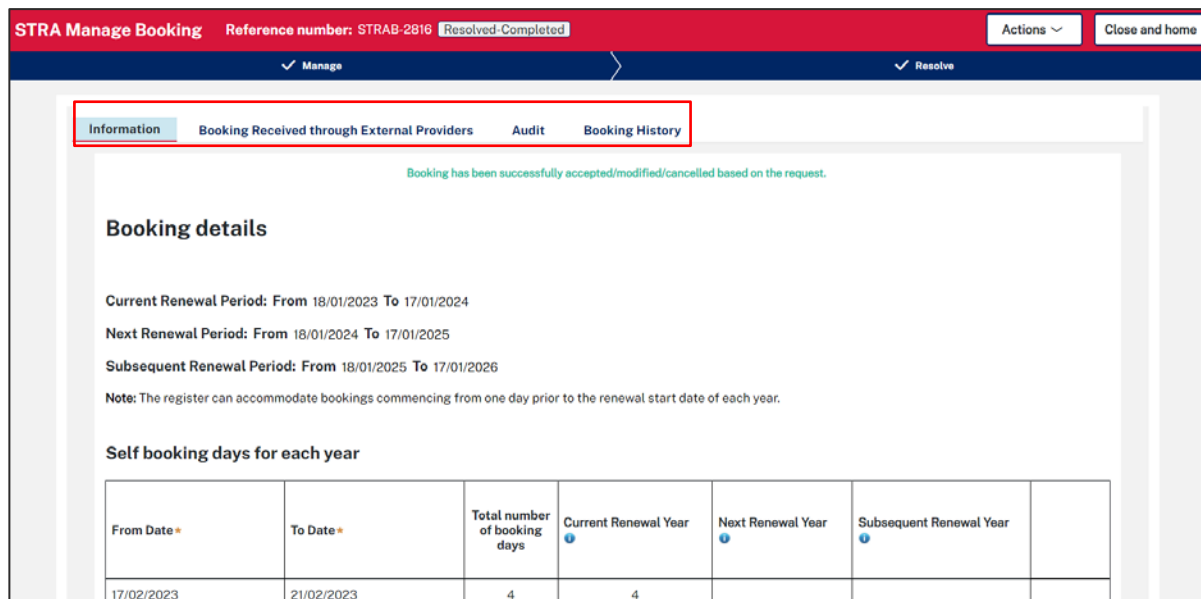


6. **Click** Submit.



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-2816 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 18/01/2023 To 17/01/2024
Next Renewal Period: From 18/01/2024 To 17/01/2025
Subsequent Renewal Period: From 18/01/2025 To 17/01/2026
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	Subsequent Renewal Year
17/02/2023	21/02/2023	4	4		

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.