

User Guide

for the Short-Term Rental Accommodation (STRA) Register

The Short-Term Rental Accommodation (STRA) Register is an initiative of the Western Australian (WA) Government, introduced through the [Short-Term Rental Accommodation Act 2024](#). The register gathers information on STRA (properties or parts of properties that are rented on a short-term basis) operating in WA.

This information ensures the WA Government has clear information about the STRA sector to enable data-driven decision making.

Accessing the STRA Register

To access the STRA Register, go to [STRA Register website](#), and click on the link to access the STRA Register.

[Access the STRA Register here](#)  

Log in using My Account

The STRA Register uses My Account as a secure login program for user accounts and sensitive data. STRA Register users are required to use the My Account portal to access the STRA Register. My Account allows for easy access to multiple WA government services.

To access the STRA Register, you will need to set up a My Account to log in. There are two ways to log in to My Account:

1. Create an account, enabling you to log in using your email address and password. This is the preferred option as it incorporates security benefits such as passphrase capability and two step authentication; or
2. Log in with your digital identity such as Facebook, Google or myID.

You will need to log into the STRA Register the same way each time to access your dashboard.

For help using My Account, please see the STRA My Account Quick reference guide on the [Resources page](#) of our website.

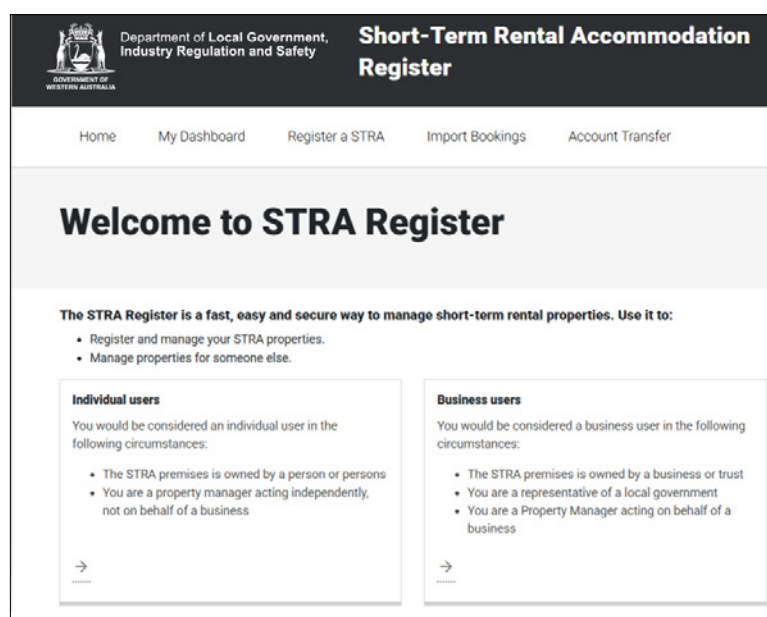
Are you an Individual user or a Business user?

The homepage is the first page you will see after logging in. You will need to select whether you are accessing the STRA Register as an 'Individual user' or 'Business user'. This will depend on who owns the STRA property and what you are accessing today.

- An **Individual user** may be a member of the public who owns a STRA property. You would be considered an Individual user in the following circumstances:
 - the STRA premises is owned by a person or persons; or
 - you are a property manager acting independently, not on behalf of a business.

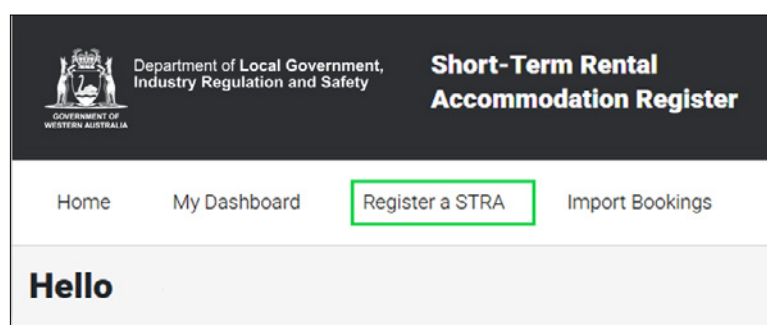
- A **Business user** may be the representative of a company that owns a property, or a property manager accessing the STRA Register on behalf of a company. You would be considered a Business user in the following circumstances:
 - the STRA premises is owned by a business or trust;
 - you are a representative of a local government; or
 - you are a property manager acting on behalf of a business.

For help with requesting authorisation to act on behalf of a business, please see the Business users – WARAM authorisation request guide on the [Resources page](#) of our website.



Register a STRA

Once you have selected which type of user you are, you will reach your Dashboard where you can register your STRA premises by clicking 'Register a STRA' in the top banner.



Step 1

The 'Before you get started' page will provide you with the information you need to know before commencing your registration. Once you have read through this information, click the 'Declaration' checkbox to confirm that you are the owner or tenant responsible for the STRA Registration.



Note: Property Managers cannot register a STRA on behalf of the owner or tenant. The owner or tenant must be the one to commence the registration.

1 Before you get started

2 STRA Details

3 Review Details

4 Payment authority

Before you get started

This form is used to register a short-term rental accommodation (STRA) premises with the Government of Western Australia.

Using this form

- All required information **must** be provided.
- You **will not** be asked to submit documentation.
- You can choose to save your progress and complete this form later.
- You will be able to nominate a property manager who will then be able to complete the form on your behalf.
- On submission of your registration application, and following payment, a registration number will be provided, and a copy of your registration information (including registration number) will be sent to you by email.

What you will need

Before commencing your registration there are several pieces of information you will need to know.

- If you have a Development Approval (DA) from your local government what that DA number is;
- Whether your premises has RCDs installed (STRA RCD Information Sheet);
- Whether your premises has mains connected smoke alarms (STRA Smoke Alarm Information Sheet);
- If you have a swimming or spa pool, has the safety fence been inspected by your local government in the last 4 years (STRA Safety Barrier Information Sheet); and
- If you provide food, do you have the appropriate approvals from your local government (STRA Food Service Fact Sheet).

Time to complete

If you have all your information at hand this form will take approximately 10 minutes to complete.

Privacy

This information will be managed by us and any information provided will be dealt with in accordance with our [privacy policy](#).

Please be aware that information provided to the STRA Register will be available to the relevant Local Government Authority for that premises and relevant state government agencies for compliance purposes and policy development. This is provided for under the Short-Term Rental Accommodation Act 2024. By completing your registration you are confirming your understanding of this.

More information

If you require more information or support with using this form, contact us by calling the STRA Registration Team on +61 8 6251 1234 (during office hours) or email stra.enquiries@dmirs.wa.gov.au.

Declaration

☐ I confirm that I am the owner or tenant responsible for this STRA Registration. Property managers cannot register properties on behalf of their clients.

Next

Step 2

At 'STRA Details', enter the information and answer the questions to complete registration of your STRA premises. Answer all questions according to your own circumstances.

For 'STRA name' enter the nickname you use to identify your STRA premises.

The 'STRA address' field is validated against a database of addresses in Western Australia.

You must search for your address in the 'STRA address' field and select your address from the dropdown list to proceed with registration.



Note: When searching for addresses, please do not use abbreviations like ST, CL, RD, RMBL, BVD – instead use the full word Street, Close, Road, Ramble or Boulevard. If your address does not come up, please contact the STRA Register team on +61 8 6251 1234 or email stra.enquiries@lgirs.wa.gov.au

1 Before you get started — 2 STRA Details — 3 Review Details — 4 Payment authority — 5 Receipt

Are you the owner of the property being registered?

Yes No

Does your Residential Tenancy agreement for this property/premises prohibit STRA?

Yes No

Details for STRA Example

STRA name

STRA Example

STRA address

303 sevenoaks street

303 Sevenoaks Street, CANNINGTON WA, 6107

A development approval (DA) may be required by your City, Shire, or Town (LGA) to operate a STRA. If your STRA is in the Perth metro area you can book 90 nights before this is required.

Accommodation type

Accommodation type

Note

- Apartment - unit in a multi-level premises
- Townhouse - multi-level premises on a shared property
- Villa - single level premises on a shared property
- House - primary premises on a green title property
- Room - a bedroom in a premises with shared facilities
- Ancillary Dwelling - self-contained premises on a lot with a primary premises
- Other - any arrangement that does not fit any of the above

Number of bedrooms available for STRA

A development approval (DA) may be required by your City, Shire, or Town (LGA) to operate STRA. To complete your registration on the STRA Register, you will be required to enter development approval information which reflects the status of the development approval of your STRA premises. The information entered into the 'Development Approval information' field should indicate whether an application for DA has been approved, submitted, refused, not obtained or is not required.

- **Approved:** If your application for DA has been approved, you will enter your DA number.
- **Submitted:** If your application for DA has been submitted to your LGA, you will enter 'in progress'.
- **Refused:** If your application for DA has been previously refused by your LGA, you will enter 'application refused'.
- **Not obtained:** If you have not obtained a DA, you will enter 'no approval obtained'.
- **Not required:** If you are in a permitted zone that does not require DA, you will enter 'permitted'.

If you are unsure what applies to you, contact your LGA for advice. The registration application can be saved and returned to once you are ready to complete. Failure to obtain development approval where required may result in suspension or cancellation of a registration.

Development Approval information

Development Approval information

Note

A development approval (DA) may be required by your City, Shire or Town (LGA) to operate STRA. If you require development approval under other planning legislation you should also indicate whether or not the use of the premises for the purpose of short-term rental accommodation has been approved under that legislation and provide any relevant approval number.

Enter the relevant information into the above field that describes your DA status:

- Approved - enter your DA number
- DA application submitted to LGA - enter "in progress"
- DA application previously refused by your LGA - enter "application refused"
- No DA obtained - enter "no approval obtained"
- No DA required, as you are in a permitted zone - enter "permitted"

If you are unsure what applies to you, contact your LGA for advice. This application can be saved and returned to once you are ready to complete.

Failure to obtain development approval where required may result in suspension or cancellation of a registration.

Hosted accommodation is short-term rental accommodation where the accommodation provider who ordinarily resides at the premises continues to do so while the guest is there. If you live on site, then you would answer 'Yes' to the question 'Is the STRA hosted?'. If the guest has exclusive use of the property, then you would answer 'No' to this question.

If your property is managed by someone else, this information can be entered into the Register to allow that party to edit, enter bookings and cancel your registration on your behalf. Further information on how to do this can be found in the 'Assign a Property Manager' section. This can be used for a private relationship where a single person manages the property for you or for a commercial relationship where a business manages the property on your behalf. The person you nominate will need to accept the request to manage before they get access to the registration. Once they do, they will have full access to edit details about your STRA premises.

If you are unable to find your property manager (individual or organisation), it may indicate that they have not set up their own account to access the STRA Register. Please see the Business Users – WARAM authorisation request guide on our [Resources page](#) for information on how an organisation can establish an account with the STRA Register.

Is this STRA hosted?

Yes

No

A hosted STRA is where a host who ordinarily resides in the premises continues to do so while the guest is there.

Will the STRA be managed by someone else?

Yes

No

Your property manager will have to have an account with us in order to accept management responsibility and have access to your property details.

Note

Your property manager will have to have a STRA Register account before you can assign management responsibility to them. Instructions on how to do this are available at [Short-Term Rental Accommodation Register \(www.wa.gov.au\)](#)

Are they a business?

Yes

No

Company

Company

Are you part of a Strata or Community Titles scheme?

☒ Yes ☐ No

Do your STRATA or Community scheme by-laws prohibit STRA?

☐ Yes ☒ No

Does your property have at least 2 Residual Current Devices installed?

☒ Yes ☐ No

For detailed information as to requirements please read [STRA RCD Information Sheet](#).

Does your property have at least one hard wired smoke alarm on every floor?

☒ Yes ☐ No

For information about Smoke Alarm requirements please read the [STRA Smoke Alarm Information Sheet](#).

Does your property have a swimming or spa pool?

☒ Yes ☐ No

Has this been inspected by your LGA in the last 4 years?

☒ Yes ☐ No

Safety fences are required for pools and outdoor spas. These must be inspected by your local government authority on a regular basis. For guidance on requirements please read the [GHP Pool and Spa Safety Fencing Fact Sheet](#).

Do you provide food for your guests?

☒ Yes ☐ No

If you provide food, or have food available in your STRA, you may or may not be required to meet certain requirements. Please read the [GHP Food Service Fact Sheet](#) to find out.

Have you notified and/or registered with your LGA?

☒ Yes ☐ No

☒ Add another STRA

If your property is part of a Strata or Community Titles scheme, this can be used as STRA unless a by-law prohibits STRA. You will need to check that the scheme by-laws do not prohibit STRA. If your Strata or Community Titles Scheme has a by-law that prohibits STRA from being operated from the premises, then you may risk cancellation or suspension of your registration by contravening this by-law. Further information on Strata or Community Title scheme can be found in the Good host pack on [Resources page](#).

Information sheets on STRA and Residual Current Devices (RCDs), smoke alarms and the provision of food; and the swimming pool and spa pool safety barriers checklist can be found on our [Resources page](#).

All questions are mandatory and must be answered. Some answers will prompt additional questions. Once all information in the form has been completed, click 'Save & Continue' to proceed.

Step 3

Under 'Review Details', review the information entered into your application form.

To edit this information, press the 'Edit' button.

To delete the registration, press the 'Delete' button. If the information is correct, click 'Next'.

Before you get started STRA Details Review Details Payment authority

Details for STRA Demonstration property #1

Review changes

Details

STRA name
STRA Demonstration property #1

STRA address
66 St Georges Terrace, PERTH WA, 6000

Accommodation type
House

Number of bedrooms available for STRA
4

Maximum number of guests
3

Development Approval information
123456 2025/DA1

Is this STRA hosted?
No

Will the STRA be managed by someone else?
No

Are you part of a Strata or Community Titles scheme?
No

Does your property have at least 2 Residual Current Devices installed?
Yes

Does your property have at least one hard wired smoke alarm on every floor?
Yes

Does your property have a swimming or spa pool?
No

Do you provide food for your guests?
No

Delete Edit

Back Next

Step 4

'Payment authority' is where you will need to pay the application fee to register the property.

Tick all properties you wish to register and answer the question about whether the credit card is in the name of the applicant.



Note: If you select 'No' to this question, you will need to enter in the cardholder's name and email address and tick the checkbox that you are authorised to make payment on behalf of the card holder.

You can then click 'Pay now' to proceed.

Before you get started STRA Details Review Details Payment authority

Payment authority

Which property registration are you applying for today
☒ STRA demo

Is the card being used to pay for this registration in the name of the applicant?
Yes No

Card holder's name
Test

Card holder's email address
test@demirs.wa.gov.au



☒ I am authorised to make payment on behalf of the card holder
You will be asked for the card details once you've reviewed all information entered. The receipt will be in the name of the cardholder and a copy will be sent to them for record keeping

Fee payable \$250.00

Back Pay now

You will then be taken to the secure 'Credit Card Payment' portal where you will need to enter your VISA or Mastercard details to pay the application fee. Once you have entered in the card details, click on 'Pay Now' to proceed.

Credit Card Payment

To get started, have your credit card details handy. We accept  

1 - Payment Number

2 - Payment Detail

3 - Receipt

Need help completing this section?

Payment Number

6264691319

Amount to be Paid


\$250.00

Payment Detail

Online STRA Registration New	\$250.00
Total Amount Due	\$250.00

Please enter your credit card details below to proceed with payment.
To protect your privacy, this transaction must be completed within 15 minutes before it will time out otherwise use cancel button to retry the transaction again.

Card Number



Card Expiry

mm / yy

CVV

Pay Now

Cancel

Once the payment has been processed, a receipt page will confirm your registration and registration number.

Receipt

Thank you for submitting your registration.

- Your property **Testing** in **PERTH** is now registered and your registration number is **STRA6000QU4YI7UF**

Quote this number in any correspondence regarding this registration.

What happens next?

You are required to notify the Commissioner of a variety of activities and changes relating to your STRA registration. They can be notified either by editing your registration from your My Dashboard or in writing to the contact details below. How you notify, depends on the change being made.

Notifications via the register

- You are required to update the register manually with details of bookings unless the bookings are made through an integrated platform (like Airbnb, Stayz, Vrbo or Booking.com).
- Update your contact details in your MyAccount so that you can log into the register and receive notices and reminders.
- Update information held on your STRA registration e.g.:
 - changes to your building compliance information such as RCDs or smoke alarms.
 - changes from hosted to unhosted, even if it is only for a short period of time.
 - changes to your development approval information.
 - changes to the number of rooms or maximum number of guests your STRA is available to.
- Cancel your registration if you cease to be the owner or tenant operating the STRA.

Notifications in writing

- If you have been advised by your local government authority, or other planning authority, that you cannot lawfully operate STRA from the premises, or if you are advised you are operating in contravention of your current development approval conditions.
- If proceedings are commenced for contravening a prescribed Act, local law, or regulation regardless of whether you (including any director of a body corporate accommodation provider) are prosecuted for the contravention.
- If the proceedings above result in a conviction against you (including any director of a body corporate accommodation provider).

Require further assistance?

If you have any queries regarding your registration, please call + 61 8 6251 1234 (during office hours) or email stra.enquiries@demirs.wa.gov.au.

Return to Dashboard

Assign a property manager

You can assign a property manager to manage your STRA Registration at any point, including after registration.

Your property manager can complete the registration on behalf of the STRA provider; however, the registration **must** be commenced by the owner or tenant by completing the 'STRA name' and 'STRA Address' fields and answering the question 'Will the STRA be managed by someone else?', inputting the property manager's details and then pressing 'Save & Continue' to save the registration in progress. Your property manager can then accept the management request and complete the registration on your behalf.

To add or change a property manager on a registered STRA premises, simply edit your registration and enter your new property manager's details.

When completing your registration, you will need to answer the question 'Will the STRA be managed by someone else?' as 'Yes'.

If your property manager is an individual (not a business), you will need to answer the question 'Are they a business?' as 'No'. Enter in the email address for the property manager (the email address they use for their My Account). The system will then populate their name, and you will need to enter in their phone number and mailing address.

If your property manager is a business, you will need to answer the question 'Are they a business?' as 'Yes'. You will then need to enter the company (the business that has been registered for the STRA Register) using either the business/trading name or the ABN or ACN. The system will then populate the details of the business that has been registered which you can update as required.

Once you assign a property manager and they accept, they will have full access to edit or cancel your registration and to add or edit manual bookings on your behalf.

Navigate 'My Dashboard'

'My Dashboard' will allow you to view and action 'Request(s) to manage', 'Registrations in progress', 'Your properties', and 'STRA properties you manage'.

Request(s) to manage					
STRA owner	STRA address	Registration number	Status	Expiry date	
		STRA6725C5I0H7F5	▲ Pending Acceptance	21 Oct 2025	Accept or decline
Items per page: 25 1 - 1 of 1 < >					
Registration in progress					
Registrations left in progress will be automatically deleted after 30 days from creation					
STRA manager	STRA name	STRA address	Status		
Self managed	Test		Registration In Progress		⋮
Items per page: 25 1 - 1 of 1 < >					
Your properties					
STRA manager	STRA name	STRA address	Registration number	Status	Expiry date
	Test Registration		STRA6725C5I0H7F5	Pending Renewal	21 Oct 2025
Items per page: 25 1 - 1 of 1 < >					
STRA properties you manage					

Request(s) to manage

The first section of your dashboard is 'Request(s) to manage'. If a STRA provider adds you as a property manager, the request will show up in this section of your dashboard.

Hello					
Request(s) to manage					
STRA owner	STRA address	Registration number	Status	Expiry date	
	Gordon Stephenson House, 140 William Street, PERTH WA, 6000	STRA6000QU4YI7UF	▲ Pending Acceptance	8 May 2026	Accept or decline

To action a request, click on the 'Accept' or 'Decline' button.

This will then take you into the details of the registration where you will click on either the 'Accept' or the 'Decline' button.

- If you select 'Accept', you will accept management, and the registration will be moved into the 'STRA properties you manage' section of your dashboard.
- If you select 'Decline', you will decline management, and the registration will be removed from your dashboard.

Hello
has added you as a property manager for the following STRA. Before you select the button 'Accept role' and confirm you are the property manager, review the details provided.

Accept or Decline Request

Details of the STRA

Address
Gordon Stephenson House, 140 William Street, PERTH WA, 6000

Accommodation type
Townhouse

Owner name

ICA name
PERTH, CITY OF

Registered by

Registration status
Registered

Is this STRA hosted
Yes

Owner email

Registration number
STRA6000QU4YI7UF

First registration date
8 May 2023

Number of bedrooms available for STRA
4

Expiry date
8 May 2026

Development Approval Information

Maximum number of guests
0

Tenant
No

Facilities offered

Does your property have a swimming or spa pool?
No

Do you provide food for your guests?
No

Does your property have at least 2 Residual Current Devices installed?
Yes

Does your property have at least one hard wired smoke alarm on every floor?
Yes

Are you part of a Strata or Community Titles scheme?
No

Do your STRATA or Community scheme by-laws prohibit STRA?
-

Details of the STRA owner

Name

Email

ABN or ACN

Accept**Decline**

Registration in Progress

The second section of your dashboard is 'Registration in Progress'. If you commence a registration and save the application (without completing the full process), this will change the status to 'Registration in Progress'.



Note: Registrations left in progress will be automatically deleted after 30 days from creation.

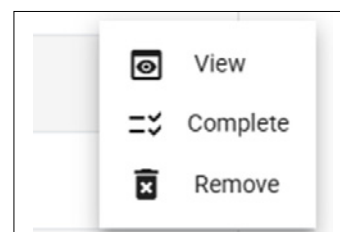
Click on the ellipsis (the three dots) next to the registration for options to 'View', 'Complete' or 'Remove'.

Registration in progress			
Registrations left in progress will be automatically deleted after 30 days from creation			
STRA manager	STRA name	STRA address	Status
Self managed	Example	Gordon Stephenson House, 140 William Street, PERTH WA, 6000	Registration in Progress

- You can view the STRA registration by selecting 'View'. This will show you the STRA details. Note that you can also select 'Edit' from this screen to edit the STRA details and complete the application.

- Selecting 'Complete' will take you into the STRA details to complete the application. You will need to complete all information in Step 1 STRA Details and review the changes in Step 2 to continue onto Step 3 Payment authority. Once you have completed Step 3 you will be provided with the STRA Registration number.

- Selecting 'Remove' will remove the registration from your dashboard. You may choose this option if it is a duplicate registration in progress, or you no longer require the registration. Once you press 'Delete', this will remove the registration information from the system completely and this can no longer be viewed.



Your properties

The third section of your dashboard is 'Your properties'. When you complete a registration where you are the STRA provider, the registration will go into this section of your dashboard.

You can view the STRA registration by selecting 'View'. This will show you the STRA details. Note that you can also view registrations which have a 'Suspended', 'Cancelled by Operator' or 'Cancelled by Regulator' status.

You can edit a STRA registration by selecting 'Edit' from the ellipsis option, or by viewing the registration and selecting 'Edit'.

Your properties						
STRA manager	STRA name	STRA address	Registration number	Status	Expiry date ↓	
	Testing	Gordon Stephenson House, 140 William Street, PERTH WA, 6000	STRA6000QU4Y17UF	Registered	8 May 2026	⋮



Testing

Address
Gordon Stephenson House, 140 William Street, PERTH WA, 6000

Registration status
Registered

Registration number
STRA6000QU4Y17UF

Expiry date
8 May 2026

Accommodation type
Townhouse

Is this STRA hosted
Yes

First registration date
8 May 2025

Development Approval information

Owner name

Owner email

Number of bedrooms available for STRA
4

Maximum number of guests
8

LGA name
PERTH, CITY OF

Manager request status
Requested

Tenant
No

Registered by

Edit

Cancel STRA Registration

The details of your registration can be edited, including the 'STRA Name', 'Accommodation type', 'Development Approval information' if development approval has been obtained since registration, and whether the STRA is 'hosted' or 'un-hosted'.

You **cannot** change details of the STRA owner, the address of the property and whether you are an owner or tenant in the property. If the property is sold, the previous owner will need to cancel their registration, and a new registration will have to be completed by the new owner of the property.

If there are changes to your STRA (for example, the STRA is to be managed by someone else), you must update your registration within 30 days of the change taking place.

STRA properties you manage

The fourth section of your dashboard is 'STRA properties you manage'. If a STRA provider adds you as a property manager and you accept management, the registration will be moved into this section of your dashboard.

You will have the same options as mentioned in the above 'Your properties' section.

A property manager can complete the registration on behalf of a STRA provider; however, the registration **must** be commenced by the owner or tenant.

Renew a STRA registration

The STRA Register will generate automatic system notifications regarding renewal as follows:

- Two months before the registration expiry date when the option to renew the registration becomes available.
- One month before the registration expires as a reminder to renew the registration.
- On the day the registration is due to expire as a final reminder to renew the registration.
Note: The registration will change status from 'Registered' to 'Pending Renewal' on the day after the expiry date. If the STRA provider does not intend to renew, then they will need to cease advertising and taking bookings immediately.
- Twenty-eight days after the registration expires, to inform that the registration has expired and can no longer be renewed.



Note: Once a registration has expired, it cannot be reinstated. You will have to pay an application fee to re-register your property.

To renew the registration, please click on the ellipsis next to the registration and select 'Renew'.

STRA manager	STRA name	STRA address	Registration number	Status	Expiry date	
			STRA6063ZQJBYUPK	Pending Renewal	8 May 2025	
						<div> View</div> <div> Edit</div> <div> Renew</div>

Alternatively, click on 'View' and then click on the 'Renew' button on the STRA Details page:

Address	Registration status	Registration number	Expiry date
	Pending Renewal	STRA6063ZQJBYUPK	8 May 2025
Accommodation type	Is this STRA hosted	First registration date	Development Approval information
Villa	Yes	8 May 2024	
Owner name	Owner email	Number of bedrooms available for STRA	Maximum number of guests
		3	6
LGA name	Manager request status		Tenant
SWAN, CITY OF	Accepted		No
Registered by			

Edit

Cancel STRA Registration

Renew

Once you select 'Renew', it will take you into the registration questions where you can update your registration (if required) before renewing. Once you have reviewed the questions press 'Next' until you reach the 'Payment authority' page:

STRA details

Review changes

3 Payment authority

Payment authority

Click the property below to continue to renew your registration

☐

Is the card being used to pay for this registration in the name of the applicant?

Yes

No

Fee payable

\$0.00

Back

Pay now

Complete the payment details following the same steps you did to complete your registration. Once the payment has been processed, you will then see a receipt page which confirms your registration has been renewed and the registration number:

Receipt

Thank you for submitting your registration.

- Please be advised that the registration number **STRA6230Z55AWBKQ** for a STRA property in **BUNBURY** has been renewed and the registration expires **25 June 2026**

Quote this number in any correspondence regarding this registration.

What happens next?

You are required to notify the Commissioner of a variety of activities and changes relating to your STRA registration. They can be notified either by editing your registration from your My Dashboard or in writing to the contact details below. How you notify, depends on the change being made.

Notifications via the register

- Once you start taking bookings, you are required to update the register manually with the booking details unless the bookings are made through an integrated platform (like Airbnb, Stayz, Vrbo or Booking.com).
- Update your contact details in your MyAccount so that you can log into the register and receive notices and reminders.
- Update information held on your STRA registration e.g.:
 - changes to your building compliance information such as RCDs or smoke alarms.
 - changes from hosted to unhosted, even if it is only for a short period of time.
 - changes to your development approval information.
 - changes to the number of rooms or maximum number of guests your STRA is available to.
- Cancel your registration if you cease to be the owner or tenant operating the STRA.

Notifications in writing

- If you have been advised by your local government authority, or other planning authority, that you cannot lawfully operate STRA from the premises, or if you are advised you are operating in contravention of your current development approval conditions.
- If proceedings are commenced for contravening a prescribed Act, local law, or regulation regardless of whether you (including any director of a body corporate accommodation provider) are prosecuted for the contravention.
- If the proceedings above result in a conviction against you (including any director of a body corporate accommodation provider).

Require further assistance?

If you have any queries regarding your registration, please call +61 8 6251 1234 (during office hours) or email stra.enquiries@demirs.wa.gov.au.

[Return to Dashboard](#)

Once you return to your Dashboard, the expiry date will update to 12 months after the original expiry date.

Cancel a STRA registration

You are required to cancel your STRA registration if you sell the property or cease to be a tenant.

Cancelling a STRA registration is easy and can be done with just a few clicks. On your dashboard, click 'View' on the property you wish to cancel, then select 'Cancel STRA Registration' and follow any prompts.



Note: Once a registration is cancelled, it cannot be reinstated. You will have to pay an application fee to re-register your property.

HomeMy DashboardRegister a STRA

dashboard > STRA details

STRA Demonstration property

Address 303 Sevenoaks Street, CANNINGTON WA, 6107	Registration status Current	Registration number STRA6107RPPG9UHB	Expiry date Jul 9, 2025
Accommodation type House	Is this STRA hosted No	Created date Jul 9, 2024	DA number 123456.2024/DA1

[Edit STRA Registration](#)[Cancel STRA Registration](#)

Facilities offered

Does your property have a swimming or spa pool? Yes. This pool has been inspected by LGA in the last 4 years	Do you provide food for your guests? Yes. This property has LGA approval	Does your property have at least 2 Residual Current Devices installed? Yes	Does your property have at least one hard wired smoke alarm on every floor? Yes
Are you part of a Strata or Community Titles scheme? Yes	Do your STRATA or Community scheme by-laws prohibit STRA? No		

[Record a short-term booking](#)

Record a short-term booking



Note: All bookings will need to be entered into the register before the 5th day of the next calendar month.

Record a short-term booking manually

To record a single short-term booking, you will need to view the registration. To view the registration, click on the ellipsis (the three dots) next to the registration and select 'View':

Registered	25 July 2025	 View
Registered	24 July 2025	 Edit

This will then take you into the STRA details, where you can click on 'Record a short-term booking' (this button is towards the bottom of the page):

+ Record a short-term booking

Once you select the 'Record a short-term booking' button, you will be taken to the below page which asks for the check-in date, check-out date and number of guests who have booked the property. This is a record of the booking, not the stay. Once this has been saved, it will be allocated a booking reference number.

[Home](#) [My Dashboard](#) [Register a STRA](#)


dashboard > STRA details > Booking

Record a Short-Term rental accommodation booking for ST

Provide booking details


Check-in

09/07/2025



Check-out

13/07/2025



Number of guests


4

Back

Save

Cancel Booking

When you view the STRA registration, the STRA details screen will also have options for you to edit the details of bookings and cancel a booking. You can also edit a cancelled booking to reinstate it as a confirmed booking.

Check-In	Check-out	Date created	Created by	Booked nights	Number of guests	Status	Booking Reference	Booking source	
17/01/2025	18/01/2025	14/01/2025	System User	1	17	Confirmed	RMaIZ9X6FG	Manual	 Edit

Edit a short-term booking

To edit a short-term booking, from the STRA details screen, scroll down to the short-term booking information and click on 'Edit':

04/01/2025	05/01/2025	14/01/2025	System User	1	4	Confirmed	RMa558OV9G	Manual	 Edit
------------	------------	------------	-------------	---	---	-----------	------------	--------	--

You can then change the check-in date, check-out date and number of guests who have booked the property as applicable and press 'Save'. The booking will then be updated, and the system will return you back to the STRA details screen.


dashboard > STRA details > Booking

Record a Short-Term rental accommodation booking for

Provide booking details


Check-in

04/01/2025



Check-out

05/01/2025



Number of guests

4

Back

Save

Cancel Booking

Cancel a short-term booking

To cancel a short-term booking, from the STRA details screen, scroll down to the short-term booking information and click on 'Edit':

04/01/2025	05/01/2025	14/01/2025	System User	1	4	Confirmed	RMa558OV9G	Manual	 Edit
------------	------------	------------	-------------	---	---	-----------	------------	--------	--

You can then click on Cancel Booking:


dashboard > STRA details > Booking

Record a Short-Term rental accommodation booking for

Provide booking details


Check-in

04/01/2025



Check-out

05/01/2025



Number of guests


4

Back

Save


Cancel Booking

The booking will then be cancelled, and the system will return you back to the STRA details screen. The status of the booking will then show as 'Cancelled' on the STRA details screen:

Check-in	Check-out	Date created	Created by	Booked nights	Number of guests	Status	Booking Reference	Booking source ↓	
04/01/2025	05/01/2025	14/01/2025	System User	1	4	Cancelled	RMa558OV9G	Manual	 Edit

Re-instate a cancelled short-term booking


To re-instate a cancelled short-term booking, from the STRA details screen, scroll down to the cancelled short-term booking and click on 'Edit':

Check-in	Check-out	Date created	Created by	Booked nights	Number of guests	Status	Booking Reference	Booking source ↓	
04/01/2025	05/01/2025	14/01/2025	System User	1	4	Cancelled	RMa5580V9G	Manual	 Edit

You can then click on Save:


Check-in

04/01/2025



Check-out

05/01/2025



Number of guests


4

Back

Save

Cancel Booking


The booking will then be re-instated, and the system will return you back to the STRA details screen. The status of the booking will then show as 'Confirmed' on the STRA details screen:

01/01/2025	02/01/2025	22/01/2025	System User	1	4	Confirmed	Test	Manual	 Edit
------------	------------	------------	-------------	---	---	-----------	------	--------	--

Import multiple bookings

The 'Import Bookings' function allows users to upload multiple manual bookings to their registration/s by downloading a template for bookings import and uploading the completed comma delimited .csv file.

From your dashboard, click 'Import Bookings':



Department of Local Government,
Industry Regulation and Safety

Short-Term Rental
Accommodation Register

Home

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Register a STRA

Import Bookings

Hello

Read the information provided in the .csv template. The information is as follows:

- **Check-in:** Date. Format: dd/mm/yyyy. This is a mandatory field. Please make sure the date is in the correct format if you export your date from another booking system.
- **Check-out:** Date. Format: dd/mm/yyyy. This is a mandatory field. Please make sure the date is in the correct format if you export your date from another booking system.
- **Property ID:** Registration Number. This is a mandatory field.
- **RequestType:** NEW|MODIFY|CANCEL. This is a mandatory field. Only these three types of requests are available.
- **BookingRefNo:** Any unique reference no. This is mandatory for MODIFY and CANCEL. If left blank for NEW, a booking reference number will be auto generated.
- **# NumberOfGuests:** Any number greater than zero. This is a mandatory field.

Enter the booking information for any registrations you wish to upload for the period. The system allows for new bookings, modifications to bookings (already reported to the register) and cancellation of bookings (already reported to the register). All bookings will require the check-in and check-out dates, STRA registration number (Property ID), the request type (NEW, MODIFY or CANCEL) and the number of guests.

New bookings (RequestType: NEW) have the option to enter your own unique booking reference number (BookingRefNo) if applicable. If left blank, the STRA Register will automatically generate a new booking reference number.

Modifications to bookings (RequestType: MODIFY) and cancellation of bookings (RequestType: CANCEL) require the booking reference number to allow the STRA Register to access the booking.

Note: If you export your data from another booking system, you will need to put this into the STRA Register template for bookings import. You may also need to update the data to the correct format (e.g. Australian date format dd/mm/yyyy) before uploading. You may need to open the .csv file in Notepad to check that the date format is correct. If the date format is incorrect, opening the document using Excel and adjusting the date format and then saving as a .csv file may resolve the issue.



Example of bookings import template:

Check-in	Check-out	Property ID	RequestType	BookingRefNo	NumberOfGuests
01/03/2026	02/03/2026	STRA1234A1BC123D	NEW	Uniquebookingref	5
02/03/2026	03/03/2026	STRA1234A1BC123D	MODIFY	Uniquebookingref	6
02/03/2026	03/03/2026	STRA1234A1BC123D	CANCEL	Uniquebookingref	6
01/01/2025	03/01/2025	STRA1234A1BC123E	NEW		4

Once you have saved the .csv file, you will drag and drop the file into the 'Import Bookings' screen.

Import Short-Term rental accommodation bookings

Bookings can be imported from files in the format of .csv files. You can download a template for bookings import [here](#)



Drag and drop files here

or

[+ Copy](#)

[+ Add files](#)

Note: There is also an option to click on 'Add files' if you would like to select the file rather than drag and drop.

While the file is uploading, the status will be 'In progress'. Once the file is imported, the status will change to 'Completed' and you can download the 'Import Results' .csv file.

Test Import_New Bookings_Updated.csv	14/01/2025	Completed	Download
---	------------	-----------	--------------------------

The import results will list the 'Status' which shows if the booking successfully updated the register (SUCCESS) and will display an error message in the Import History for any bookings that fail. If all rows show 'SUCCESS', then the STRA Register has updated the register with the bookings.

If you get an error message, you will need to correct the unsuccessful bookings in a new .csv file and reupload. Note: If you download the 'Import Results' and it generates a blank spreadsheet then all the bookings have failed to upload, and you will need to start again with a new .csv file.

Do you have any questions?

Contact the STRA Register team by phone on +61 8 6251 1234 or email stra.enquiries@lgirs.wa.gov.au.

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