

UNHOSTED STRA – CHANGE OF MANAGER Frequently Asked Questions (FAQ)

This FAQ is intended to provide general information and guidance to common questions regarding a change of Manager for an Unhosted Short-Term Rental Accommodation (STRA).

Who administers the registration of Short-Term Rental Accommodation (STRA)?

In Western Australia, the Department of Local Government, Industry Regulation and Safety (DLGIRS) administers the registration of Short-Term Rental Accommodation (STRA) for managers and owners. The registration must be done through the online WA STRA Register.

Do I also need to register my STRA with the local government?

No. The registration of STRA is solely managed by the State, and there is no requirement to register separately with the local government.

Who is responsible to ensure that the STRA details are current?

The landowner(s), or host, is primarily responsible for ensuring that the Short-Term Rental Accommodation (STRA) register is updated with the correct details, including the property Manager.

What happens if I do not update my STRA details?

It is mandatory to keep these details current for compliance.

Failure to update your Short-Term Rental Accommodation (STRA) Manager details in the register can result in significant penalties, which may be imposed by the State.

How can I update the Manager details for my Unhosted STRA?

To update the Manager details for an Unhosted STRA, you must update the information on the WA STRA Register, available via the following link:

[WA Government Short-Term Rental Accommodation Register.](https://www.busselton.wa.gov.au/council/report-an-issue-or-request-assistance)

You must also ensure that the sign located at the premises is updated immediately to display the new, correct contact details for the Manager.

If I have a new Manager, can I continue to operate my Unhosted STRA?

Yes. The premises may continue to operate as an Unhosted STRA in accordance with a valid development (planning) approval, and any conditions(s) imposed on that approval.

How can I request a copy of my development (planning) approval?

If you require a copy of your current development approval, please lodge a request online:

<https://www.busselton.wa.gov.au/council/report-an-issue-or-request-assistance>

Please be advised the signature(s) of the current landowner(s) will be required to release this information to a third party. If you are not the landowner(s) or an authorised representative of the landowner(s), please refer to the [How-to Guide – Application for Planning Services](#) to request this information.

All Communications to:

T (08) 9781 0444
E city@busselton.wa.gov.au

Locked Bag 1 Busselton WA 6280
www.busselton.wa.gov.au

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Will I need to update my Operational Management Plan and Code of Conduct?

Maybe. The preparation of an Operational Management Plan (OMP) and Code of Conduct for Unhosted STRA was a more recent requirement under the planning framework.

If your development approval was subject to a condition(s) requiring the preparation of an OMP and Code of Conduct, any changes to the operations of the premises, including a change in Manager, will require a new OMP and Code of Conduct to be prepared, and submitted to the City for approval.

What should I do if I no longer wish to operate my Unhosted STRA?

If you decide to cease operating your Unhosted STRA, you will need to submit an application to cancel your development (planning) approval.

Refer to the [How-to Guide – Amending or Cancelling a Development Approval](#)

An application to cancel a Unhosted STRA will not incur any application fees.

What should I consider when cancelling my Unhosted STRA?

When deciding whether to cancel your Unhosted STRA, landowner(s) should consider the following:

- If you cancel your Unhosted STRA approval for a property which is located within a Non-Preferred Area under Local Planning Policy 4.1 Unhosted STRA, you will not be able to obtain approval for an Unhosted STRA in the future.
- If you cancel your Unhosted STRA, your rates will be adjusted in the next rating period to no longer incur the differential rating category (DRC) associated with Unhosted STRA.

Where can I find further information regarding STRA?

Please visit the Department of Local Government, Industry Regulation and Safety (DLGIRS) website for more information regarding Short-Term Rental Accommodation (STRA), available via the following link [Short-Term Rental Accommodation Register](#)

Further Assistance

If you need further help, contact Planning at (08) 9781 1731 or lodge an enquiry request online:

<https://www.busselton.wa.gov.au/council/report-an-issue-or-request-assistance>

**** Disclaimer ****

This FAQ sheet is intended for general information purposes only and should not be relied upon as a comprehensive source of guidance. For accurate and official information, please consult the relevant planning framework, Local Laws and applicable legislation. The City of Busselton accepts no liability for any errors, omissions, or reliance on the information contained herein.

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