



Technical Standards and Safety Authority
 345 Carlingview Drive
 Toronto, Ontario M9W 6N9
 Tel: 416.734.3300
 Fax: 416.734.3202
 Customer Service: 1.877.682.8772
 Email: licencingandregistration@tssa.org
 www.tssa.org

Application for an Ontario Licence to Operate as a Conversion Centre

Technical Standards and Safety Act

**Please print firmly with a ball point pen.
 Failure to fully complete this form may result in rejection.
 Making a false statement may result in a fine or prosecution.**

Check (✓) applicable business:

- | | |
|---|---|
| <input type="checkbox"/> Compressed Natural Gas | <input type="checkbox"/> New |
| <input type="checkbox"/> Propane | <input type="checkbox"/> Change of Licence Holder |

For Office Use Only
 Licence Number

Propane Conversion Centre

Note: If applying for a Conversion Centre, Site Plan, Municipal Approval and Branch Standards No. 9 must accompany the application (inspection required).

Name of Person or Company

E-mail

Complete Mailing Address

Street No.	Street Name, Lot / Concession No.	Suite #
<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>

Town/City	Province	Postal Code
<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>

Area Code and Telephone No.	Corporation Number	If you are a fuels certificate holder, provide the certificate #.
<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>

If your business location address is different from your mailing address, please complete this section

Street No.	Street Name, Lot / Concession No.	Suite #
<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>

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Area Code and Telephone No.	<div style="border: 1px solid black; height: 15px;"></div>
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Information on Facility - Location of premises to be licensed

Street No.	Street Name, Lot / Concession No.	Suite #
<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>

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Supplier

Was this facility previously licensed under the Act? Yes No

If 'yes', provide number of previous owner

**Application is valid for 12 months from date received by TSSA.
 You are required by law to notify TSSA of any change of information.**

I certify that the above information is true.

Print name of Owner/Operator _____

Year	Month	Day

Signature _____



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FEES

(HST Registration No: 891131369)

Fees apply to New applications and Change of Ownership

Select	Service	Fee Type	Service Fee	License Fee	HST on Service Fee	Total (Including HST)	Total Fees Due
	Vehicle Conversion Center (includes License, engineering, initial inspection, 1 follow-up and travel)	Flat*	\$ 1,387.50	\$ 320.00	\$ 180.38	\$ 1,887.88	
	Expedited Services**						
	Expedited Engineering Services (Additional charge to engineering review per site application)	Flat	\$ 533.50	\$ -	\$ 69.36	\$ 602.86	
	Expedited Inspection Service (invoiced separately at 2 x standard rates)						

Total Fees Due	1	2			
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If paying by credit card, amounts in Boxes 1 and 2 to be entered in TSSA Service Prepayment Portal

All required fees must be prepaid for application to be processed. Fees are non-refundable.
For payment options, see Payment Instructions

*Flat fees relating to engineering services or initial inspection may be subject to additional billing if engineering submissions are inadequate or require excessive engineering review/initial inspection time. Additional billing, if any, will be billed in 1/4 hour increments at the applicable hourly labour rate based on TSSA's posted fee schedule. All labour rates are per inspector or engineer.

All additional follow-up inspections are billed in accordance with the TSSA fee schedule.

**Expedited Services

Expedited service fees are non-refundable

Expedited services places your application in an expedited service line.

Expedited inspection services (inspection & travel time included in the flat fee, plus any excess hours) will be billed at 2 x the standard inspection rate.



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PAYMENT INSTRUCTIONS

TSSA use only WO # _____	L # _____ CH # _____
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If paying by cheque, bank draft, money order, this form must accompany all applications submitted to TSSA. A separate payment form is required for each application. Please refer to our fee schedule posted on our website www.tssa.org. HST Registration No: 891131369.

Payment Options:

Credit Card - Click link below

[TSSA Service Prepayment Portal](https://forms.tssa.org/Payments/Service-Prepayment-Portal)

<https://forms.tssa.org/Payments/Service-Prepayment-Portal>

Cheque, Bank Draft or Money Order (payable to Technical Standards and Safety Authority)

Name of Applicant/Organization:

Telephone No:

Email Address:

Cheque/Bank Draft/Money Order #: _____

Mail payment along with a copy of your application to:

Attention: Accounts Receivable
Technical Standards and Safety Authority
345 Carlingview Drive
Toronto, Ontario M9W 6N9

If a copy of the application is not submitted with your payment, this will delay the processing of the application.

Dishonored Payments: A \$35 administration fee will apply for each returned item