

345 Carlingview Drive Toronto, Ontario M9W 6N9 Tel.: 416.734.3300 Fax: 416.231.1626 Toll Free: 1.877.682.8772

www.tssa.org

Dear Amusement Device Operator,

The Technical Standards and Safety Authority (TSSA) is pleased to provide you with this information package to assist you with the renewal of your Amusement Device Business License (ADL) and Amusement Device Permit(s) for the upcoming operating season.

REMINDER: Please renew on time. You will not be permitted to operate if you do not renew your license and permit/s prior to its expiry date. If your authorization expires, TSSA may perform an inspection at a cost to you to verify you are no longer operating.

Important information when completing renewal package.

- Amusement Device Business Licence (ADL) and Amusement Device Permit fees are based on the posted Amusement Devices Fee Schedule posted on the TSSA website
- You will receive an invoice to renew your Amusement Device Business License.
- A pre-payment fee is required for the requested Amusement Device Permit renewals.
- TSSA will only issue device permits upon completion of inspection

Renewal Package Checklist

To assist you with completing the renewal package, ensure you have:

- 1. Completed "Renewal Form for Amusement Device Business License (ADL)"
- 2. Renewal Payment for Amusement Device Business License (ADL)
- 3. Submitted a valid Certificate of Insurance

Next Steps: "Application to Renew Amusement Device Permit"

- 4. Completed "Application to Renew Amusement Device Permit"
- 5. Pre-payment for all devices required for this season
- 6. Completed copy of your Operating Schedule (to the extent known)

Please be advised that missing any requirement from the checklist will cause a delay in processing your renewal.

Submittal of Renewal Package

by email:

by mail:

<u>licencingandregistration@tssa.org</u>
Attention: Licensing & Registration Department

345 Carlingview Dr. Toronto ON M9W 6N9

If you require any further information or have any questions, please contact a Customer Service Advisor at 1.877.682.8772 (TSSA) or customerservices@tssa.org. We will be pleased to assist you.

Yours in Safety,

Jimes Spirie

Jessica Myrie

Supervisor, Licencing and Registration

Technical Standards and Safety Authority

www.tssa.org



INFORMATION ON INSURANCE DOCUMENTATION

Insurance Requirements O.Reg 221/01, s. 5 (3)

Every person who carries on the business of operating amusement devices shall obtain and maintain liability insurance in respect of the business in the amount not less than \$2,000,000 per occurrence with a carrier licensed in Ontario and/or Canada. O. Reg 221/01, s. 5 (3).

It is an important component of TSSA's mandate to protect the public interest by ensuring that there is insurance available to protect the Public. A Certificate of Insurance, in *Acord* or *CSIO* form, is required to evidence compliance with O. Reg 221/01, s. 5(3).

Requirement for a Certificate of Insurance

Insurance agents, brokers and managing general agents are recognized by the insurance industry as authorized intermediaries. To acknowledge this relationship, and as a means to simplify its processes, TSSA will once again accept certificates of insurance from these parties.

The certificates of insurance must conform with industry accepted standards, that is, they must be prepared on an *Acord* or *CSIO* form.

To obtain an *Acord* or *CSIO* certificate of insurance, simply contact your insurance agent or broker and ask them to issue and sign a Certificate of Insurance, in *Acord* or *CSIO* form, noting TSSA as the certificate holder and detailing the devices to be insured, the limits required under Regulation 221(5) 3 and confirmation that a 30-daynotice of cancellation and/or material change in coverage clause has been endorsed onto the policy. It is also recommended that the Certificate of Insurance reference your Amusement Devices Licence Number to help ensure timely processing. A sample Certificate of Insurance is attached for your reference. The Certificate of Insurance must then be submitted to TSSA with the annual licence application.

Notification of Changes to Insurance

Whenever there is a change to insurance coverage including cancellation or renewal, TSSA must be notified to always keep insurance information current. Please provide a new *Acord* or *CSIO* Certificate of Insurance within 30 days of renewals or changes. Failure to notify TSSA will result in invalidating the licence.

Please include a cover letter detailing your licence number, contact name and phone number.

For more information: Visit our website at www.tssa.org or contact a Customer Service Advisor by phone: 1.877.682.8772 (TSSA)or email: customerservices@tssa.org.



SAMPLE CERTIFICATE OF INSURANCE

The following documents are an example of what your insurance agent or broker will prepare on your behalf.

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345 Carlingview Dr. Toronto, Ontario, M9W 6N9 licencingandregistration@tssa.org Tel: 416.734.3300 Fax No: 416.231.4903

Customer Service: 1.877.682.8772

Renewal Form for Amusement Device
Business Licence (ADL)

Issued Under Ontario's Technical Standards and Safety Act
Amusement Devices Regulations

encingandregistration@tssa.org

ll: 416.734.3300

Amusement Devices Regulation
Amusement De

Section A: Please note that it is man	•	te all parts of the	sect	ion listed b	elow	1		
Current Amusement Device License Company (Owner/Operator=):	No:							
, ,				Ī				
Corporation No: /Business Identification	n No:				Na	me of Contact:		
Bus. Telephone No:				Email Ad	dres	s:		
Please provide complete Mailing a	ddress in the fie	lds provided be	low					
Street No:	Street Name:				Uni	t/Suite:		
City/Town:		Province:			Pos	stal/Zip Code:		
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If your business location address	is <u>different</u> from	your mailing a	ddre	ss, please	com	plete this section	1	
Street No:	Street Name:				Un	it/Suite:		
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Section B: Please note that it is mand								
Classes of Amusement Devices to I The mechanic (s) listed below can ma Technical Standards and Safety Act	intain or erecting (a	s specified) each	amu	sement de	vice o	operated by the lice le to the work they	perform	owledge of the
Classes of Amusement					Check all that apply			
Devices	Mechanic Na	ame		Mechanic icate Numb	er	Staff (employee of licence holder)		Mechanic Signature
Amusement Rides								
Go- Karts								
Water Slides								
Bungee Jumping								
Inflatable								
Zip Line								
Others (example; stimulator, free fall descending)								
Section C: Declaration of Mechan The Applicant/Licensee Mechanic here either directly employed with the license devices operated by the Applicant/L	eby states that "The ee or is under cont	e Mechanic (by s ract with the licen	signin Isee t	g Section E o erect and	3), cc mair	onfirms that he/she ntain the amuseme	is nt	
Applicant's Name:			Α	pplicant's S	Signa	ature:		
Operating Schedule:								
As per O.Reg 249/00 s.6(4), owners are or to be made available to the inspector								
I am authorized to execute this form on	behalf of the abov	e noted company	and (understand	my	obligation as it relat	es to O.Reg 221/0	1 s.5 (3).
Date (dd-mmm-yyyy)	Applicant's Official	Title		Applicant's	Nar	me	Signatu	ıre



Renewal Form for Amusement Device
Business Licence (ADL)

Issued Under Ontario's Technical Standards and Safety Act
Amusement Devices Regulation

Fax No: 416.231.4903 Customer Service: 1.877.682.8772

www.tssa.org`

Section D: Please note that it is mandatory to complete all parts of the section listed below

Declaration of Applicant	Applicant's Signature
The applicant, authorized by the Company, confirms that (a) The officials designated have full knowledge of the Technical Standards and Safety Act, Amusement Devices Regulations and the Code Adoption Document. (b) Relative to O. Reg 221/01 s.5 (3) which states, every person who carries on the business of operating amusement devices shall obtain and maintain liability insurance in respect of the business in the amount not less than \$2,000,000 per occurrence with a carrier licensed in Ontario and/or Canada A public liability policy has been procured in respect of the business. The limit of liability policy has been procured in respect of the business. The public liability policy was purchased from an insurance company that is licensed under the Insurance Act and is therefore subject to OSFI regulations. The policy has been endorsed with a 30-day notice of cancellations clause. An original Certificate of Insurance is attached and forms part of this application.	
If a licence is granted the licensee shall: (a) Ensure that no erection or maintenance is performed unless the work is performed by a Mechanic in Training under the supervision of a mechanic and that no mechanic is assigned work beyond the scope of his/her experience and training as stated in the Regulations. (b) Ensure that the erection, operation and maintenance of each amusement device operated by the licensee is carried out in accordance with the Technical Standards and Safety Act, Amusement Devices Regulations, and the Code Adoption Document	

Fax No: 416.231.4903 Customer Service: 1.877.682.8772 www.tssa.org

Note: This section is applicable for owners with existing inflatables and does not apply to new devices

<u>Inflatable Inspection attestation for 2024</u>

TSSA has implemented a new attestation process for your inflatable device(s) which allows owner/operators to complete an attestation form via the below linked mobile app.

You will still be required to complete a renewal application for all inflatable devices to be submitted to the Licensing and Registration Dept.

Once renewed you will be eligible to use the app to complete your inflatable attestation form in lieu of an inspection.

The app will guide you to the inflatable attestation form that must be completed for each inflatable device you have renewed. Each form can have up to 10 devices included at one time. The form will require to take a Picture of each inflatable, Pictures are to be current pictures when completing the inspection.

Username is your company email and a prompt to forgot password will be required if it is your first time using Pronto Forms. Should you encounter any issues please email ssilva@tssa.org

The Pronto Forms application can be downloaded from your mobile device's application store for free: On your device, open one of the links below.







Should you need to reset or recover your password, please follow the below link:

https://live.prontoforms.com/security/recover account

After submitting your form(s) you will also be required to provide an update of your current operating schedule (<u>AD-Operating-Schedule.xls (live.com)</u> to <u>adoperatingschedules@tssa.org</u> updated schedule will then be used to schedule an operational inspection in the future. Once a form and updated schedule is sent to TSSA, all documentation will be reviewed by our inspection team, and if approved, your permit(s) will be sent to you electronically via email.

NEXT STEPS:

STEP 1: Submit Renewal "Form for Amusement Business License (ADL)"

by email: licencingandregistration@tssa.org by mail:

Attention: Licencing & Registration Department

345 Carlingveiew Dr Toronto ON M9W 6N9

STEP 2: Pay Renewal Invoice for "Amusement Business License (ADL)" Follow our payment process noted on your Invoice

STEP 3 - Submit device renewal via list provided and payment in portal.

STEP 4 - Submit your operating schedule to <u>adoperatingschedules@tssa.org</u> See format page Approved Amusement Devices Operating Schedule Template

STEP 5 – Complete the inflatable attestation for devices you have renewed and submit via the Pronto App

Your Amusement Device Business License (ADL) will be issued once these steps are completed