



345 Carlingview Drive  
Toronto, Ontario M9W 6N9  
Tel.: 416.734.3300  
Fax: 416.231.1626  
Toll Free: 1.877.682.8772  
[www.tssa.org](http://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:**

[licencingandregistration@tssa.org](mailto:licencingandregistration@tssa.org)

**by mail:**

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](mailto:customerservices@tssa.org). We will be pleased to assist you.

Yours in Safety,

**Jessica Myrie**  
**Supervisor, Licencing and Registration**  
Technical Standards and Safety Authority  
[www.tssa.org](http://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-day notice 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](http://www.tssa.org) or contact a Customer Service Advisor by phone: 1.877.682.8772 (TSSA) or [email: customerservices@tssa.org](mailto: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.

**ACORD, CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE: NAIC #.

INSURER A: \_\_\_\_\_

INSURER B: \_\_\_\_\_

INSURER C: \_\_\_\_\_

INSURER D: \_\_\_\_\_

INSURER E: \_\_\_\_\_

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURANCE TYPE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
<b>GENERAL LIABILITY</b>				EACH OCCURRENCE DAMAGE TO RENTED PREMISES (EA accident) \$
COMMERCIAL GENERAL LIABILITY				LEAD & XP (Any one person) \$
CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>				PERSONAL & ADV INJURY \$
				GENERAL AGGREGATE \$
GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> LOC. <input type="checkbox"/>				PRODUCTS - COMP/PROP/AGG \$
<b>AUTOMOBILE LIABILITY</b>				COMBINED SINGLE LIMIT (EA accident) \$
ANY AUTO				BODILY INJURY (Per person) \$
ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
HIRE/AUTOS				
NON OWNED AUTOS				
				AUTO ONLY - EA ACCIDENT \$
				OTHER THAN AUTO ONLY - EA ACC \$
				AUTO ONLY - AGG \$
<b>GARAGE LIABILITY</b>				EACH OCCURRENCE \$
ANY AUTO				AGGREGATE \$
<b>EXCESS/UMBRELLA LIABILITY</b>				EACH OCCURRENCE \$
OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/>				AGGREGATE \$
DEDUCTIBLE \$				
RETENTION \$				
<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b>				WC STATE/TORY LIMITS \$
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? <input type="checkbox"/>				OTH ER \$
If not, describe under SPECIAL PROVISIONS below				E.L. EACH ACCIDENT \$
OTHER				E.L. DISEASE - EA EMPLOYEE \$
				DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

**CERTIFICATE HOLDER** \_\_\_\_\_

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE \_\_\_\_\_

**CSIO/CEPA CERTIFICATE OF INSURANCE**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS \_\_\_\_\_

2A. INSURED'S FULL NAME AND MAILING ADDRESS \_\_\_\_\_

2B. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS (not only with respect to the operators of the Named Insured) \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

3. COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. This insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE (YYYYMMDD)	EXPIRY DATE (YYYYMMDD)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS MADE OR <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYERS LIABILITY <input type="checkbox"/> CROSS LIABILITY <input type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRE/AUTOMOBILES <input type="checkbox"/> POLLUTION LIABILITY EXTENSION				COMMERCIAL GENERAL LIABILITY - BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE		
				EACH OCCURRENCE		
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		
				PERSONAL AND ADVERTISING INJURY LIABILITY		
				MEDICAL EXPENSES		
				TENANTS LEGAL LIABILITY		
				NON-OWNED AUTOMOBILE		
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> DESIGNED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> LEASED AUTOMOBILES* <input type="checkbox"/>				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
				BODILY INJURY (PER PERSON)		
				BODILY INJURY (PER ACCIDENT)		
				PROPERTY DAMAGE		
* ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE						
<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM (Specify) _____				EACH OCCURRENCE		
				AGGREGATE		
<b>OTHER LIABILITY (SPECIFY)</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

4. CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail \_\_\_\_\_ days written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

5. BROKER'S FULL NAME AND MAILING ADDRESS \_\_\_\_\_

6. ADDITIONAL INSURED NAME AND MAILING ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

BROKER'S CLIENT ID: \_\_\_\_\_

7. CERTIFICATE AUTHORIZATION

SIGNATURE OF AUTHORIZED REPRESENTATIVE	PRINT NAME	POSITION HELD	DATE
COMPANY	EMAIL ADDRESS	CONTACT NUMBER HOME BUSINESS	CELL FAX

CSIO - CERTIFICATE OF INSURANCE - 8806E (Rev June 1999) In 2006, Centre for Study of Insurance Distribution - All rights reserved.



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 Toronto, Ontario, M9W 6N9  
[licencingandregistration@tssa.org](mailto: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

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

Current Amusement Device License No:		
<b>Company</b> (Owner/Operator=):		
Corporation No./Business Identification No:		Name of Contact:
Bus. Telephone No:	Email Address:	
<b>Please provide complete Mailing address in the fields provided below</b>		
Street No:	Street Name:	Unit/Suite:
City/Town:	Province:	Postal/Zip Code:
Bus. Telephone No:	Fax No:	
<b>If your business location address is different from your mailing address, please complete this section</b>		
Street No:	Street Name:	Unit/Suite:
City/Town:	Province:	Postal/Zip Code:
Bus. Telephone No:	Fax No:	

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

<b>Classes of Amusement Devices to be operated, erected &amp; maintained and Company's Activities</b>					
The mechanic (s) listed below can maintain or erecting (as specified) each amusement device operated by the licensee and have knowledge of the <b>Technical Standards and Safety Act</b> , Amusement Devices Regulations, and Codes applicable to the work they perform					
Classes of Amusement Devices	Mechanic Name	Mechanic Certificate Number	Check all that apply		Mechanic Signature
			Staff (employee of licence holder)	Contracted Mechanic	
Amusement Rides					
Go- Karts					
Water Slides					
Bungee Jumping					
Inflatable					
Zip Line					
Others (example; stimulator, free fall descending)					

**Section C: Declaration of Mechanic for Amusement Devices** (Please note that it is mandatory to complete all parts of the section listed below)

The Applicant/Licensee Mechanic hereby states that "The Mechanic (by signing Section B), confirms that he/she is either directly employed with the licensee or is under contract with the licensee to erect and maintain the amusement devices operated by the Applicant/Licensee, pursuant to O.Reg.221/101, section 5(2)(b). The agreement is valid for the renewal season."

Applicant's Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**Operating Schedule:**

As per O.Reg 249/00 s.6(4), owners are required to submit a copy of their [Operating Schedule](#) (to the extent known) by email [adoperatingschedules@tssa.org](mailto:adoperatingschedules@tssa.org) or to be made available to the inspector upon request. [Approved Amusement Devices Operating Schedule Template](#)

I am authorized to execute this form on behalf of the above noted company and understand my obligation as it relates to O.Reg 221/01 s.5(3).

\_\_\_\_\_  
 Date (dd-mmm-yyyy)                      Applicant's Official Title                      Applicant's Name                      Signature



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# Renewal Form for Amusement Device Business Licence (ADL)

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

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

Declaration of Applicant	Applicant's Signature
<p><b>The applicant, authorized by the Company, confirms that</b></p> <p>(a) The officials designated have full knowledge of the Technical Standards and Safety Act, Amusement Devices Regulations and the Code Adoption Document.</p> <p>(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</p> <p style="padding-left: 40px;">A public liability policy has been procured in respect of the business.          The limit of liability on the policy is a minimum of \$2M per occurrence.          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.</p>	
<p><b>If a licence is granted the licensee shall:</b></p> <p>(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.</p> <p>(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</p>	



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## Renewal Form for Amusement Device Business Licence (ADL)

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

### **Inflatable Inspection attestation for 2024**

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](mailto: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](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 ([AD-Operating-Schedule.xls \(live.com\)](#) to [adoperatingschedules@tssa.org](mailto:adoperatingschedules@tssa.org) 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.



345 Carlingview Dr.  
Toronto, Ontario, M9W 6N9  
[licencingandregistration@tssa.org](mailto:licencingandregistration@tssa.org)  
Tel: 416.734.3300  
Fax No: 416.231.4903  
Customer Service: 1.877.682.8772 [www.tssa.org](http://www.tssa.org)

## Renewal Form for Amusement Device Business Licence (ADL)

### NEXT STEPS:

**STEP 1:** Submit Renewal “Form for Amusement Business License (ADL)”

by email: [licencingandregistration@tssa.org](mailto:licencingandregistration@tssa.org)

by mail:

Attention: Licencing & Registration Department  
345 Carlingview 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 [adoperatingschedules@tssa.org](mailto:adoperatingschedules@tssa.org)  
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**