

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.

If a device, site or business is no longer operating, please submit a business cancellation form for processing Registration and Business Cancellation Form (pdf)

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
- The Amusement Device Business License renewal invoice will generate on 1st November and payment for the invoice must be made via the client portal, please ensure to pay before the due date to avoid late fee payment
- Application to renew amusement device must be submitted electronically through the client portal along with the required pre-payment fees for each device (Device renewal fees will not be invoiced)
- TSSA will only issue device permits upon completion of inspection

Renewal Package Checklist

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

- Completed "Renewal Form for Amusement Device Business License (ADL)"
 {Please complete Section A, C, and D with the applicant's information and signature, and Section B with the mechanic's name, active ADM certificate number, and signature}
- 2. A valid Certificate of Insurance in the amount not less than \$2,000,000 per occurrence
- 3. Renewal Payment of \$359.00 for Amusement Device Business License (ADL)
- 4. Completed copy of your Operating Schedule Approved Amusement Device Operating Schedule Template

Next Steps: "Application to Renew Amusement Device Permit"

- 5. Submit "Application to Renew Amusement Device Permit" through the client portal {You can either select a single device or multiple devices/inventories for renewal with each submission}
- 6. Pre-payment for all devices required for this season (Device renewal fees will not be invoiced; hence late fee payment does not apply to device renewals)
- 7. 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,

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Jessica Myrie,

Supervisor, Licensing 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. T S S A Toronto, Ontario, M9W 6N9 licencingandregistration@tssa.org Tel: 416.734.3300

Renewal Form for Amusement Device
Business Licence (ADL)

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

Fax No: 416.734.3300 Fax No: 416.231.4903 Customer Service: 1.877.682.8772

Section A: Please note that it is man	•	te all parts of th	he sec	tion listed bel	low	1		
Current Amusement Device License Company (Owner/Operator=):	No:							
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Corporation No: /Business Identification	n INO:			ı		of Contact:		
Bus. Telephone No:				Email Add	ress:			
Please provide complete Mailing a		lds provided k	pelow					
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Classes of Amusement Devices	Mechanic Na	ame		Mechanic ficate Number		Staff (employee 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 Mechani The Applicant/Licensee Mechanic here either directly employed with the license devices operated by the Applicant/License	by states that "The e or is under cont	e Mechanic (by ract with the lice to O.Reg.221	/ signir ensee t /101, s	ng Section B) to erect and m	, confir naintai (b). The	rms that he/she n the amuseme e agreement is	e is ent	
Operating Schedule:			_ ′	,ppriodrit o Cr				
As per O.Reg 249/00 s.6(4), owners are be made available to the inspector upor								schedules@tssa.org or to
I am authorized to execute this form on	behalf of the abov	e noted compai	ny and	understand r	my obli	igation as it relat	tes to O.Reg 221/0	1 s.5 (3).
Date (dd-mmm-yyyy) A	pplicant's Official	Title		Applicant's N	Name		Signatu	ıre



Renewal Form for Amusement Device
Business Licence (ADL)

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

Tel: 416.734.3300 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 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.	
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	



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

Inflatable Inspection attestation for 2025

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.

Submit device renewal application with mandatory prepayment via Client Portal (each inflatable)

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, <u>Pictures are to be current pictures when completing the inspection.</u>

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

The True Context 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 Amusement_Device Operating Schedule (tssa.org) to 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.

NEXT STEPS:

STEP 1: Submit "Renewal Form for Amusement Business License (ADL)" along with valid Certificate of Insurance

by email: by mail:

<u>licencingandregistration@tssa.org</u>
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

Your Amusement Device Business License (ADL) will be issued once Step 1 to 2 are completed.

STEP 3: Submit device renewal application with mandatory prepayment via Client portal

STEP 4: Update your operating schedule to <u>adoperatingschedules@tssa.org</u> See format page Approved Amusement Device Operating Schedule Template

STEP 5: Schedule inspections for Amusement rides, Go-Karts, Water slides & Zipline and complete the attestation for inflatables and submit via the Pronto App