



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:

- Compressed Natural Gas       New  
 Propane                                       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 #
Town/City		Province      Postal Code
Area Code and Telephone No.	Corporation Number	If you are a fuels certificate holder, provide the certificate #.
- -		

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

Street No.	Street Name, Lot / Concession No.	Suite #
Town/City		Province      Postal Code
Area Code and Telephone No.		
- -		

### Information on Facility - Location of premises to be licensed

Street No.	Street Name, Lot / Concession No.	Suite #
Town/City		Province      Postal Code
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
	<b>Vehicle Conversion Center</b> (includes License, engineering, initial inspection, 1 follow-up and travel)	Flat*	\$ 1,457.00	\$ 336.00	\$ 189.41	\$ 1,982.41	
	<b>Expedited Services**</b>						
	<b>Expedited Engineering Services</b> (Additional charge to engineering review per site application)	Flat	\$ 560.00	\$ -	\$ 72.80	\$ 632.80	
	<b>Expedited Inspection Service</b> (invoiced separately at 2 x standard rates)						

<b>Total Fees Due</b>	<b>1</b>	<b>2</b>
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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

<b>TSSA use only</b> 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](http://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