



Technical Standards and Safety Authority
 345 Carlingview Drive
 Toronto, Ontario M9W 6N9
 Tel: 416.734.3300
 Fax: 416.234.9169
 Customer Service: 1.877.682.8772
 www.tssa.org

Application for an Ontario Licence to Operate a New or Modified Propane Container Refill Centre or a Filling Plant

Technical Standards and Safety Act
 Propane Storage and Handling Regulation

Please submit completed application and supporting documentation by mail, fax, or e-mail (in pdf format). Making a false statement may result in a fine or prosecution.	For Office Use Only			
<table style="width:100%; border: none;"> <tr> <td style="width:33%; border: none;"> Check applicable box(es) <input type="checkbox"/> New Facility <input type="checkbox"/> Modification <input type="checkbox"/> Change of Steel <input type="checkbox"/> Change of Licence Holder Take Over Date: _____ </td> <td style="width:33%; border: none; text-align: center;"> Container Refill Centre <input type="checkbox"/> Cylinder Fill <input type="checkbox"/> Motor Fill </td> <td style="width:33%; border: none; text-align: center;"> <input type="checkbox"/> Filling Plant </td> </tr> </table>	Check applicable box(es) <input type="checkbox"/> New Facility <input type="checkbox"/> Modification <input type="checkbox"/> Change of Steel <input type="checkbox"/> Change of Licence Holder Take Over Date: _____	Container Refill Centre <input type="checkbox"/> Cylinder Fill <input type="checkbox"/> Motor Fill	<input type="checkbox"/> Filling Plant	
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Mail payment along with completed application form and supporting documents. For a list of supporting documents, please see the Fuels Safety Propane Advisory FS-188-11 on our website: www.tssa.org				

Was this facility previously licensed under the Act? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes', provide name of previous owner _____	Licence Number _____	Total Storage Capacity In U.S. Water Gallons _____
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A. LICENCE HOLDER INFORMATION			
Person or Company Name:		Corporation Number	
Street Name / 911 Number/Address, if applicable:			
Unit/Suite:	PO Box:		
City/Town:	Province:	Postal Code:	
Telephone No.:	Fax No.:	Cell No.:	
E-mail:			
Print Name of Contact Person:		Signature of Contact Person:	

B. FACILITY LOCATION Same as: <input type="checkbox"/> A (Note this must be a delivery or fire route address.)			
Person or Company Name:		Corporation Number	
Street Name / 911 Number/Address, if applicable:			
Unit/Suite:	PO Box:		
City/Town:	Province:	Postal Code:	
Telephone No.:	Fax No.:	Cell No.:	
E-mail:			
Print Name of Contact Person:			

C. TECHNICAL CONTACT Same as: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> D (Person or Company we should communicate with regarding engineering and inspection approval on behalf of the owner.)			
Person or Company Name:		Corporation Number	
Street Name / 911 Number/Address, if applicable:			
Unit/Suite:	PO Box:		
City/Town:	Province:	Postal Code:	
Telephone No.:	Fax No.:	Cell No.:	
E-mail:			
Print Name of Contact Person:			

**Note: It is illegal to use an appliance, equipment, or work for its intended purpose unless it is approved.
 Please note that this approval may be revoked or suspended if the relevant review and inspection fees are not paid in full.**



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Facility Address:

D. INVOICEE Same as: <input type="checkbox"/> A			
(Person or Company responsible for fees invoiced for approval including engineering and inspection fees.)			
Person or Company Name:			
Street Name / 911 Number/Address, if applicable:			
Unit/Suite:		PO Box:	
City/Town:		Province:	Postal Code:
Telephone No.:		Fax No.:	Cell No.:
E-mail:			
Print Name of Contact Person:			Signature of Contact Person:

Date of Application (dd-mm-yyyy): _____

FEES FOR ENGINEERING REVIEW AND INSPECTION

Check box to request type of service.

- Regular Service:** 30 working days for engineering and inspection services.
Standard Fee: \$169.50 (13% HST included) per hour for engineering review and \$152.55 (13% HST included) for inspection services.

- Rush Engineering Service Only:** 5 to 10 working days.
Fee: 2 x Standard fee for engineering review.

- Rush Engineering and Inspection Services:** 5 to 10 working days for each service.
Fee: 2 x Standard fee for engineering review and inspection services.

Legal Disclaimer - The owner agrees to hold harmless the Technical Standards and Safety Authority, its employees, agents, successors and assigns from any and all damages, actions, suits, claims or loss arising from the use, approval or refusal to approve of the appliance, equipment or work to which this approval applies. In the event of claims made against TSSA arising from the use of the appliance, equipment or work the owner accepts, on demand to defend such actions on behalf of TSSA and to assume any costs legal or otherwise for the defence or settlement of such claims. Failure to comply with any of the terms and conditions of the approval voids the approval.

Payment Method (Submit non-refundable licence fee ONLY as per Fuels Fee Schedule. Fees for engineering and inspection services will be invoiced separately.)
 HST Registration No.: 891131369

Cheque or money order enclosed. Please make payable to: **Technical Standards and Safety Authority**

Charge my credit card: VISA MASTERCARD

Card No.

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 Expiry Date

Month	Year

Name of Card Holder _____ Telephone No. _____
First Name Last Name

Signature of Card Holder **X** _____ Date _____
(dd-mm-yyyy)

Payment Receipts can be requested by calling our Customer Contact Centre at 1.877.682.8772 only after the payment has been processed.