



Technical Standards and Safety Authority
345 Carlingview Drive
Toronto, Ontario M9W 6N9
Customer Service: 1.877.682.8772
E-mail: licencingandregistration@tssa.org
www.tssa.org

**Application for an Ontario Licence to Operate a
Natural Gas Refuelling Station -
Change of License Holder**
Technical Standards and Safety Act

Clear Form

Print Form

Please submit completed application along with pre-payment of fees and mandatory documentation by visiting online: <https://www.tssa.org/onlinepayment/>. No invoice will be issued at this time.

For Office Use Only

Check Applicable Box(es)

- ☐ **Natural Gas**
- ☐ **Retail** OR ☐ **Private**
- ☐ Full-Serve
- ☐ Self-Serve
- ☐ Fast-Fill
- ☐ Slow-Fill
- ☐ Key/Cardlock
- ☐ VRA Commercial

Previous Owner Name:

Licence Number

A. LICENCE HOLDER INFORMATION

Company Name:		Ontario Corporation No., if applicable	
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: ☐ A
(Note this must be a delivery or fire route address.)

Company Name:			
Street Name / 911 Number/Address, if applicable:			
Unit/Suite:			
City/Town:	Province:	Postal Code:	
Telephone No.:	Fax No.:	Cell No.:	
E-mail:			
Print Name of Contact Person:			

C. TECHNICAL CONTACT Same as: ☐ A ☐ B ☐ D
(Company we should communicate with regarding engineering and inspection approval on behalf of the owner.)

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:			

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: ☐ A	
(Company responsible for fees invoiced for approval including engineering and inspection fees.)			
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
(HST Registration No: 891131369)

Select	Service	Fee Type	Inspection	License	HST	Total (Including HST)	Total Fees Due
☐	Refuelling Stations (includes License, inspection and travel) - up to 1 inspection hour included	Minimum*	\$ 321.50	\$ 380.50	\$ 41.80	\$ 743.80	

Total Fees Due					
	1	2			

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

*All minimum fees include specified hours. Excess time above the specified included hours 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.

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.



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PAYMENT INSTRUCTIONS

TSSA use only 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. HST Registration No: 891131369.

Payment Options:

☐ **Credit Card - Click link below**

[TSSA Service Prepayment Portal](https://clientportal.tssa.org/prePayment/)

<https://clientportal.tssa.org/prePayment/>

☐ **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