

## Technical Standards & Safety Authority OPERATING AN AMUSEMENT DEVICE IN ONTARIO

### Snapshot

Here's a brief overview of the steps you will need to follow in order to operate an amusement device in Ontario and to be in compliance with Ontario Regulation 221/01 (Amusement Devices) under the *Technical Standards and Safety Authority Act, 2000* (the "Act"). For more detailed info about each requirement, you can refer to the corresponding section of the Regulation.

### Step 1 - OBTAINING AN OPERATING LICENCE (Section 5, Ontario Regulation)

All operators of amusement devices in Ontario must hold a current "Ontario Licence to Carry on the Business of Operating Amusement Devices". You will need only one Operating Licence to operate your rides in the Province of Ontario. A \$300 annual fee must be included with your [licence application](#) (PDF: 62KB). Licences must be renewed on an annual basis. Payment may be made by cheque or VISA/Mastercard.

#### ***Applicants:***

- Must provide proof of an insurance liability policy in the amount of \$1,000,000.
- Must be a "certified mechanic" or employ a "certified mechanic" who is capable of erecting and maintaining each amusement device that you operate. (Mechanic as outlined in [Ontario Regulation 187/03– Amusement Device Mechanics](#)(PDF: 73.5 KB) made under the Act. For information on Certification, please [click here](#).
- Must be or employ a person who has full knowledge of the Act and Regulations, designated as the person in charge of operation and maintenance of each amusement device that you operate.

When all requirements have been met, the Operating Licence will be mailed to you. The **Operating Licence** will expire one year following the date it was issued. The annual renewal fee is \$300. A yearly renewal invoice for your Operating Licence will be mailed approximately two months prior to the expiry date. **Please ensure you notify TSSA of any change of address.**

## **STEP 2 - FILING A DOSSIER FOR A NEW DEVICE** **(Section 9, Ontario Regulation 221/01)**

### ***New Device:***

A Technical Dossier must be filed in triplicate for all new amusement devices (see Section 9 of the Regulation for a list of required documents). (For dossier forms, please see contact information at the end of this document) The seal and signature of a professional engineer licensed in the Province of Ontario, is required on all documents included in the dossier.

If you require the name of a professional engineer, who has full knowledge of the TSSA Act and Ontario Regulations, please contact TSSA's Engineering Department. (Please see contact Information at end of this document)

*New Device Based on a Previously Filed Device-"Piggy-back" File:* If the ride is identical in all aspects to a ride that has been filed previously in the Province of Ontario, it may be possible to file it as a "piggy-back" (see Section 9, Subsection 3 of the Ontario Regulation for the documents required for this type of submission).

### **TSSA Design Review**

Once you have submitted the complete dossier, TSSA's engineering staff will review the documents to ensure that all requirements of the Act and Regulation have been met. The device will then be "filed", and an "AD" number will be assigned. The review and filing process takes approximately 20 working days. The fee for the review process is \$150 per hour. The length of time for review will depend upon the complexity of the ride. You will be invoiced for the final amount. A copy of the filed dossier, stamped by a TSSA Engineer, will be returned to you. The new "AD" number will be printed on the covering page. This number is exclusive to the amusement device and will not change, even if the ride is sold. When making inquiries, please quote this "AD" number.

## **STEP 3 - INSPECTION OF THE NEW RIDES** **(SECTION 8, Ontario Regulation)**

Once you have received your filed dossier with the stamped "AD" number, telephone TSSA's Inspection department (please see contact information at the end of this document) to set up the date and location for a TSSA Inspector to inspect your new device.

The **regional Inspector** will contact you regarding the exact details and set-up requirements.

The fee for the initial inspection is \$135 per hour. The length of time the Inspector must spend will depend upon the complexity of the ride.

#### **STEP 4 - OBTAINING AN ONTARIO AMUSEMENT DEVICE PERMIT and METAL PLATE** **(SECTION 6, Ontario Regulation)**

The TSSA Inspector will issue an "amusement device initial permit" once it has been determined that the ride is:

- In a safe operating condition
- Is in accordance with the filed technical dossier
- Is in conformity with the Regulation, and that the Licence to Operate an Amusement Device is current and valid

The permit must be kept in the vicinity of the amusement device to which it relates.

The inspector will collect the fee for the permit at that time. (Applicable fee: \$200 per ride).

The permit will expire one year immediately following the date on which it is issued, unless otherwise stated on the permit. The renewal fee is the same amount as the initial permit fee.

The Inspector will also issue a metal device plate, engraved with the exclusive "AD" number. The plate should be affixed to your amusement device if possible, or kept in an appropriate location on site, always within the vicinity of the device. There is no fee for this plate, and it will remain permanently with the amusement device.

An annual renewal invoice for your Amusement Device Permit will be mailed approximately 2 months prior to the actual date for renewal. The permit will be renewed upon receipt of the renewal fee payment and any outstanding charges for incurred throughout the year.

#### **CHANGING OWNERSHIP OF A PREVIOUSLY FILED RIDE**

- Ownership of a ride currently filed in Ontario, can be **transferred**. The new owner/operator must:
- Obtain an Operator's Licence (see step1).
- Submit to TSSA's Licensing Department the following:

1. A letter from you as the new owner, stating that you have assumed ownership of the ride and that the original owner has supplied you with all dossiers including device drawings and log books. (Please refer to Section 14 of the Regulation for details)
2. A letter from the original owner, stating that the ownership of the ride has been transferred and that all dossiers, log books and drawings related to the ride have been supplied to the new owner.
3. A statement from you as the new owner, attesting to your intention to abide by the requirements of the Act, Regulation and Code Adoption Document for Amusement Devices.

Once these documents have been submitted to TSSA, and your Operator's Licence has been issued, TSSA's Licensing Department will create your new permit for the ride.

There is a charge of \$30 for transferring the ownership of a ride. However, if the existing ride permit has expired, you will be required to re-instate the permit. The fee for permit renewal is \$200. The permit will only be issued upon payment of all outstanding fees (renewal and inspection charges) related to the device. N.B If the existing permit has been allowed to lapse for 5 years, a new dossier must be filed.

TSSA Inspection:

- Notify TSSA's Inspection department to set up the date and location for a TSSA Inspector to inspect your transferred device. (Please see Contact Information at the end of this document) The regional Inspector will contact you regarding the exact details and set-up requirements.
- The fee for the initial inspection is \$135 per hour. The length of time the Inspector must spend will depend upon the complexity of the ride.

## **TSSA Amusement Devices - Contact Names and Numbers**

For any inquiries contact:  
Customer Services  
(416) 734-3300  
customerservices@tssa.org

## **Useful Links**

For a list of available forms, [click here](#)  
For a breakdown of fees, [click here](#)  
For information about certification, [click here](#)  
For regulations, related Director's Orders and Updates, [click here](#)