

Explanatory Document to Complete the *Change of Vehicle Registration for a Heavy Trailer to Be Recognized as a Travel Trailer Form*

Definition of a Travel Trailer

A travel trailer is a towable vehicle whose interior is principally set up to serve as a mobile dwelling for recreational purposes.

A travel trailer may be equipped with a load space, in which case it must also satisfy the following additional conditions:

- the livable portion must occupy more than 50% of the available interior floor space (including the space above the coupling system or the space over the wheel wells);
- the vehicle must include two separate doors that open outward, specifically one door that provides access to the livable space and another door that provides access to the load space;
- if, when the vehicle is parked, the load space is used for that purpose and there is a potential risk to the health of the occupants (e.g. various emissions), the vehicle must be equipped with an airtight bulkhead (that may include an airtight door) between the load space and the livable space.

Trailers with a gross vehicle weight rating (GVWR) of 4,500 kg or more may, once the application has been accepted, be authorized to have their licence category changed from a trailer to a recreational travel trailer if they comply with the following requirements:

- the payload is less than 4,500 kg as established by performing the following calculation:
 - GVWR – Net Weight = Payload
- all of the mandatory equipment listed in the form is present on the trailer and installed in accordance with the standards specified by the equipment's manufacturer:
 - only equipment designed specifically to be installed in a recreational vehicle will be accepted. To find out which equipment can be installed, other than the mandatory equipment, refer to the equipment offered by the major manufacturers of recreational vehicles. Any unusual or unconventional equipment will be refused.

It is important to specify that this definition excludes “tiny homes” or “tiny houses” which are not travel trailers. They are not manufactured for use on the road network and are considered a load on a trailer.

WARNING

Under section 521 of the *Highway Safety Code*, certain vehicles are subject to periodic mechanical inspections. Travel trailers are excluded from these periodic inspections.

Here are some important details to remember to properly complete your request:

- During the application process and when the Société de l'assurance automobile du Québec (SAAQ) changes the vehicle's registration, the trailer's mechanical inspection certificate must be valid and up to date, otherwise a mechanical inspection will be required:
 - if the mechanical inspection of the vehicle was carried out more than 12 months before the date of the application, a temporary licence plate (transit) will be required for the trailer to be used on a public road in order to undergo a new mechanical inspection.
- The fees to change a vehicle's registration are listed in the “[Changes Made During the Validity Period](#)” section of the “[Rates and Fines](#)” page on the SAAQ website. These fees are payable by cheque or money order made out to the Société de l'assurance automobile du Québec.

To submit an application to change a vehicle's registration, fill out all of the sections of the *Change of Vehicle Registration for a Heavy Trailer to Be Recognized as a Travel Trailer Form* and enclose the following:

- high-quality colour photographs showing each of the required components in order for the trailer to be recognized as a travel trailer;
- a weight certificate;
- payment of the applicable fees.

Protection of Personal Information

The SAAQ only collects personal information that is necessary for it to exercise its powers and apply the laws it administers. All personal information gathered by authorized personnel is handled confidentially. This information may be shared with our licensing agents and certain government departments or agencies, including those located outside Québec, in accordance with the *Act respecting Access to documents held by public bodies and the Protection of personal information*. It may also be used for statistical, survey, study, audit or investigative purposes. Failure to provide this information can result in a refusal of service. You may consult, correct or obtain a copy of any personal information concerning you.

For more information, consult the Policy on Privacy on the SAAQ's website at saaq.gouv.qc.ca/privacy or contact the SAAQ's call centre.

Change of Vehicle Registration for a Heavy Trailer to Be Recognized as a Travel Trailer

Note: Businesses established in Québec must complete the French version of this form.

This form is intended for any individual who wishes to apply to change the vehicle registration of a heavy trailer that has been converted into a travel trailer. Acceptance of this change by the Société de l'assurance automobile du Québec (SAAQ) means that the vehicle will no longer be required to undergo an annual mechanical inspection.

Section 1 – Reason for the Application

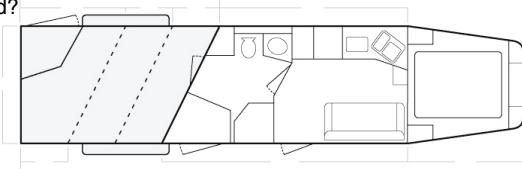
The trailer's registration category must be changed:

- The trailer appears to have initially been registered in the wrong category. No changes to the trailer have been made since it was built.
- As a result of changes made to the trailer, it has become a travel trailer.
- Other ▶ Specify: _____

Section 2 – Individual or Business Who Certifies Being the Owner

Last name and first name of the individual OR name of the business	NI/Individual's driver's licence number/Business number		
Address (street number, street name, apartment)	Municipality	Province	Postal Code
Telephone (home)	Telephone (work)	Name of the business' representative (if applicable)	

Section 3 – Description of the Trailer

Licence plate number	Vehicle identification number (VIN)												
DIAGRAM provided? Example ▶ 													
<input type="checkbox"/> Yes <input type="checkbox"/> No ▶ Specify the reason: <hr/>													
Photos of the 4 exterior sides provided? <input type="checkbox"/> Yes <input type="checkbox"/> No ▶ Specify the reason: <hr/>													
Dimensions: <table border="0"> <tr> <td>Overall (end to end and side to side, including all of the equipment and accessories)</td> <td>Length _____ metres</td> <td>Load space</td> <td>Livable space</td> </tr> <tr> <td></td> <td>Width _____ metres</td> <td>Length _____ metres</td> <td>Length _____ metres</td> </tr> <tr> <td></td> <td>Height _____ metres</td> <td>Width _____ metres</td> <td>Width _____ metres</td> </tr> </table>		Overall (end to end and side to side, including all of the equipment and accessories)	Length _____ metres	Load space	Livable space		Width _____ metres	Length _____ metres	Length _____ metres		Height _____ metres	Width _____ metres	Width _____ metres
Overall (end to end and side to side, including all of the equipment and accessories)	Length _____ metres	Load space	Livable space										
	Width _____ metres	Length _____ metres	Length _____ metres										
	Height _____ metres	Width _____ metres	Width _____ metres										
Make	Model	Colour	Net weight kg	Gross vehicle weight rating (GVWR)	kg								
Type of coupling system	<input type="checkbox"/> Ball and hitch <input type="checkbox"/> Fifth wheel	<input type="checkbox"/> Other ▶ Specify: <hr/>											
Type of brake system	<input type="checkbox"/> Electric <input type="checkbox"/> Hydraulic	<input type="checkbox"/> Pneumatic (air) <input type="checkbox"/> None	<input type="checkbox"/> Other ▶ Specify: <hr/>										

You must provide photos showing each mandatory component.

Section 4 – Trailer Identification and Mechanical Compliance

Plate or sticker indicating the vehicle identification number	<input type="checkbox"/> Yes <input type="checkbox"/> No ▶ Specify: 	<input type="checkbox"/> Photo enclosed
SAAQ inspection sticker	<input type="checkbox"/> Yes <input type="checkbox"/> No ▶ Specify: 	<input type="checkbox"/> Photo enclosed
Manufacturer's compliance labels	<input type="checkbox"/> Yes <input type="checkbox"/> No ▶ Specify: 	<input type="checkbox"/> Photo enclosed
Capacity label	<input type="checkbox"/> Yes <input type="checkbox"/> No ▶ Specify: 	<input type="checkbox"/> Photo enclosed
Tire label	<input type="checkbox"/> Yes <input type="checkbox"/> No ▶ Specify: 	<input type="checkbox"/> Photo enclosed

You must provide photos showing each mandatory item.

Section 5 – Changes Made to the Trailer – Permanently Installed Equipment

1. A kitchen that includes a kitchen range, a refrigerator, one or more counters, a sink and a table fixed to the vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No ► Specify:	<input type="checkbox"/> Photo enclosed
2. A place to sleep: either a hide-a-bed, a bed or benches that can also be used as seats at mealtimes	<input type="checkbox"/> Yes <input type="checkbox"/> No ► Specify:	<input type="checkbox"/> Photo enclosed
3. A bathroom that includes at least a bath or shower and a permanently installed toilet (a portable toilet is not considered a permanently installed toilet, even if it is fixed to the vehicle)	<input type="checkbox"/> Yes <input type="checkbox"/> No ► Specify:	<input type="checkbox"/> Photo enclosed
4. An independent electrical system whose installation is compliant and certified	<input type="checkbox"/> Yes <input type="checkbox"/> No ► Specify:	<input type="checkbox"/> Photo enclosed
5. A propane gas or equivalent system whose installation is compliant and certified	<input type="checkbox"/> Yes <input type="checkbox"/> No ► Specify:	<input type="checkbox"/> Photo enclosed
6. A potable water reservoir to supply water to the appropriate mandatory components	<input type="checkbox"/> Yes <input type="checkbox"/> No ► Specify:	<input type="checkbox"/> Photo enclosed
7. One or more wastewater reservoirs	<input type="checkbox"/> Yes <input type="checkbox"/> No ► Specify:	<input type="checkbox"/> Photo enclosed
8. A water heater	<input type="checkbox"/> Yes <input type="checkbox"/> No ► Specify:	<input type="checkbox"/> Photo enclosed
9. A heating system	<input type="checkbox"/> Yes <input type="checkbox"/> No ► Specify:	<input type="checkbox"/> Photo enclosed
10. Windows in the livable space	<input type="checkbox"/> Yes <input type="checkbox"/> No ► Specify:	<input type="checkbox"/> Photo enclosed
11. An emergency exit, other than the main door	<input type="checkbox"/> Yes <input type="checkbox"/> No ► Specify:	<input type="checkbox"/> Photo enclosed

Other Points to Check

Does the livable space take up more than 50% of the trailer's total indoor surface?	<input type="checkbox"/> Yes <input type="checkbox"/> No ► Specify:	<input type="checkbox"/> Photo enclosed
Are there two separate doors that open outward, specifically one door providing access to the livable space and another door providing access to the load space?	<input type="checkbox"/> Yes <input type="checkbox"/> No ► Specify:	<input type="checkbox"/> Photo enclosed
Is there an airtight bulkhead (that may include an airtight door) between the load space and the livable space?	<input type="checkbox"/> Yes <input type="checkbox"/> No ► Specify:	<input type="checkbox"/> Photo enclosed

Section 6 – Attestation and Signature

If you provide false or inaccurate information in the vehicle registration application, the SAAQ may prohibit the road vehicle from being put into operation under section 188 of the *Highway Safety Code*.

In such a case, you would also be committing an offence and you could face a fine of \$500 to \$1,500 under section 59 of the Code.

I, _____, hereby declare that, to the best of my knowledge, the information provided herein is accurate and complete.

Signature: _____

Date:

Y	Y	Y	Y	M	M	D	D
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Mail the duly completed and signed form, along with the required documents (the weight certificate and photographs of the mandatory components, including the SAAQ inspection sticker) and payment of the applicable fees to one of the following addresses:

• For a trailer owned by an individual:

Société de l'assurance automobile du Québec
A/S Service aux particuliers
333, boul. Jean-Lesage, N-3-14
Québec (Québec) G1K 8J6

• For a trailer owned by a business:

Société de l'assurance automobile du Québec
A/S Service aux entreprises
333, boul. Jean-Lesage, C-3-33
Québec (Québec) G1K 8J6

Société de l'assurance automobile du Québec

RÉSERVÉ À L'ADMINISTRATION

Date :

A	A	A	A	M	M	J	J
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Date de la fin de la validité de la vérification mécanique :

A	A	A	A	M	M	J	J
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