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Ordnungsamt Steglitz-Zehlendorf

Bezirksamt Steglitz-Zehlendorf

Address

Unter den Eichen 1
12203 Berlin

Mailing address

Contact

Telephone: (030) 90299-4660

Fax: (030) 90299-4662

Internet:

<https://www.berlin.de/ba-steglitz-zehlendorf/politik-und-verwaltung/aemter/ordnungsamt/>

E-mail: ordnungsamt@ba-sz.berlin.de

Barrier-free access



[Explanation of symbols \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

Opening hours

Monday: Nur mit Termin:
09:00-13:00 Uhr

Tuesday: Nur mit Termin:
09:00-13:00 Uhr

Wednesday: Keine Sprechstunde

Thursday: Nur mit Termin:
09:00-13:00 Uhr

Friday: Keine Sprechstunde

Changes in opening hours

Termine können unter ordnungsamt@ba-sz.berlin.de oder Telefonnummer 030 902994660 vereinbart werden.

Transportation links

S-Bahn

0.6km [S Botanischer Garten](#)

S1

0.8km [S+U Rathaus Steglitz](#)

S1

U-Bahn

0.7km [S+U Rathaus Steglitz](#)

U9

Bus

0.2km [Unter den Eichen/Botanischer Garten](#)

M48

0.2km [Braillestr.](#)

M48

0.4km [Händelplatz](#)

188, 283, 285, M85, N88

0.5km [Schlossparktheater](#)

M48, 188, 283, N88

0.5km [Berlin, Carmerplatz](#)

188, 283, N88, 186

Additional information

Gebührenfreie Parkplätze stehen nicht zur Verfügung. Der Standort liegt unmittelbar an der Grenze zur Parkraumbewirtschaftung.

Bei akuten Verkehrsbehinderungen und sonstigem eilbedürftigem pflichtwidrigem Verhalten von Mitbürgerinnen und Mitbürgern (auch in geschützten Grünanlagen) wählen Sie bitte die Rufnummer 030/90299-4631 oder 030/90299-4632.

Payment options

Eine Bezahlung ist nicht vorgesehen

Itinerant trade - Apply for an itinerant trade licence

If you offer for sale or sell goods commercially outside your business establishment or without having a business establishment without a specific order in advance:

- offer goods for sale; or
- solicit or purchase orders; or
- offer services or seek out orders for services,

you are operating a itinerant trade and require a permit for this from the competent public order office (itinerant trade card).

This includes in particular activities such as:

- visiting homes or businesses (door-to-door sales) without prior order,
- the offering of goods and services on the street or in public places,
- entertaining activities as a showman or in the manner of a showman (shops typical of folk festivals).

Any expansion of the commercial activity or the goods and services offered is subject to renewed approval and will be added to the existing itinerant trade card upon application.

The itinerant trade card is valid nationwide.

If you employ workers, they require a duplicate or certified copy of your itinerant trade card.

The itinerant trade permit, or a copy or duplicate, must be accompanied during the itinerant trade activity.

Activities that do not require an itinerant trade card

For some activities you do not need a itinerant trade card.

This applies, for example, to:

- the distribution of foodstuffs or other goods for daily use, if these are distributed by non-stationary, i.e. mobile, sales outlets at regular shorter intervals at the same place,
- the offering of printed matter for sale on the street (mobile newspaper sales).

In these cases, you only have to register this trade with the public order office responsible for your place of residence as a so-called itinerant trade card-free activity (see " More information)". There is no examination of personal reliability in these cases.

Prerequisites

- **Personal reliability**

Reliability is checked on the basis of various forms of evidence. The applicant must provide information from the Federal Central Register (certificate of

good conduct) and information from the Central Trade Register.

Documents required

- **Application for an itinerant trade card**
Possible online; or you can use the form.
- **Identity document**
Identity card or other official identification document with photo (not required for electronic application).
Residence permit if the applicant is not a national of an EU country.
- **Certificate of good conduct for presentation to an authority**
(<https://service.berlin.de/dienstleistung/120926/>)
To verify personal reliability, information from the Federal Central Register (certificate of good conduct) is required for submission to an authority (document type O).
The information must not be older than three months.
- **Excerpt from the central business register for presentation to an authority**
(<https://service.berlin.de/dienstleistung/327835/>)
To verify personal reliability, information from the central business register is required for submission to an authority (document type 9).
The information must not be older than three months.
- **Up-to-date excerpt from the Trade Register**
(<https://www.handelsregister.de/>)
Registered companies are required to submit an up to date excerpt from the Trade Register when applying. Legal entities that are in the process of being established (GmbH, AG) are required to submit their partnership agreement or statutes.
- **If applicable, certificate of instruction in accordance with the Infection Protection Act**
(<https://service.berlin.de/dienstleistung/324295/>)
only required for the manufacture, treatment or placing on the market of foodstuffs within the meaning of §§ 42, 43 of the Infection Protection Act.

Forms

- **Application for an itinerant trade card**
(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberec ht/_assets/mdb-f122697-wi300_rgk_antrag_03_2014.pdf)

Fees

- EUR 40.00 to EUR 500.00 per effort
- 50 of one hundred (50%) of the permit fee: alterations, extensions
- EUR 8.00 to EUR 20.00 per duplicate: Copies for employees

Legal basis

- **Gewerbeordnung (GewO) § 55 Reisegewerbekarte**
(https://www.gesetze-im-internet.de/gewo/_55.html)

- **Schedule of Administrative Fees (Verwaltungsgebührenordnung (VGebO))**
(<https://gesetze.berlin.de/bsbe/?aiz=1&docId=jlr-VwGebOBE2009rahmen&query=JURISLINK%3A%22VwGebO+BE%22>)

More information

- **Informationen to itinerant trade card (IHK Berlin)**
(https://www.ihk.de/berlin/Service-und-Beratung/recht_und_steuern/gewerberecht/reisegewerbekarte/4321806)
- **Information on handling food - Infection Protection Act (IHK Berlin)**
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerberecht/ifsg-2253518>)
- **Informationen zum Gewerberecht digital (IHK Berlin)**
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerberecht/gewerberecht-digital-anmeldung-6504760>)
- **Information on data protection (Ordnungsämter des Landes Berlin)**
(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/_assets/winr_105_merkblatt_dsgvo.pdf)
- **Display activities exempt from travel trade licence (service)**
(<https://service.berlin.de/dienstleistung/126432/en/>)

Average time to process request

<https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/gewerbe/Reisegewerbekarte/index?AnliegenID=121916>

Notes on responsibility

The application for a travel business card, a duplicate or a certified copy for employees must be submitted to the public order office responsible for the applicant's place of residence.