

Itinerary trade permission

You are considered to be carrying on an itinerary trade, if you are offering goods or arranging or acquiring orders or offering services or arranging for services by order,

- in a commercial manner and independent of previously placed orders,
- outside of a registered,
- place of business,

Such activities require permission (itinerary trade card).

This includes in particular

- dvisits to homes or businesses (door-to-door selling) independent of previously placed orders,
- offering goods and services in streets or on squares,
- entertaining activities as show people or travelling performers (trades typical of public festivals).

Any extension of the activities or the offered goods or services requires renewed permission and will be added to the existing itinerary trade card upon application.

The itinerary trade card is valid nationwide.

Any additional staff members must hold a duplicate or a certified copy of your itinerary trade card.

The itinerary trade card or its copy or duplicate must be carried during the itinerary trade activities.

There are a few activities that do not require an itinerary trade card.

Those include

- sale of food products or other everyday consumer goods, provided that these are sold from non-stationary i.e. from mobile sales outlets at the same place at regular short intervals,
- offering printed media as a street vendor (mobile newspaper sales)

In these cases, your trade must only be registered with the competent Public Order Office for your place of residence. No verification of reliability is carried out in these cases.

Prerequisites

- Personal reliability

Reliability is verified based on the certificate of good conduct and the statement from the Commercial Central Register

Documents required

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Certificate of good conduct

Certificate of good conduct from the German Federal Central Criminal Register for presentation to an authority (certificate type 0).

The certificate must be applied for in the municipality of residence (in the case of Berlin at any Citizens' Office) for presentation to an authority. This means that it will be sent directly to the relevant authority. The certificates must be no older than three months. They can also be applied for with the Federal Office of Justice.

Required: electronic identity card or electronic residence permit and card reader

<http://service.berlin.de/dienstleistung/120926/>

- Excerpt from the Commercial Central Register, regarding a natural entity

Statement from the Commercial Central Register for natural entities, for presentation to an authority (certificate type 9).

The certificate must be applied for in the municipality of residence (in the case of Berlin at any Citizens' Office) for presentation to an authority. This means that it will be sent directly to that authority. The certificates must be no older than three months.

They can also be applied for with the Federal Office of Justice.

Required: electronic identity card or electronic residence permit and card reader

<https://service.berlin.de/dienstleistung/327835/>

- Excerpt from the Commercial Central Register, regarding a legal entity

Statement from the commercial central register for legal entities, for presentation to an authority (certificate type 9).

The statement must be applied for with the competent Public Order Office for the place of business.

- Excerpt from the Trade Register

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.

<http://www.handelsregister.de/>

- ID-Card of the German national

Identity card or other official identification including a photograph

- Instruction pursuant to the Infection Protection Act
only required if food items are being offered

<http://www.gesetze-im-internet.de/ifsg/>

Forms

- Application for an itinerant trade card

https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/reisegewerbe/_assets/mdb-f122697-wi300_rgk_antrag_03_2014.pdf

Fees

EUR 40.00 to 500.00

The specific amount depends on the administrative effort involved in each case.

The fee for changes or extensions is 50 percent of the permission fee.

Copies for staff members: EUR 8.00 to 20.00 (per staff member)

Legal basis

- Trade Regulations

<http://www.gesetze-im-internet.de/gewo/>

More information

- CCI Berlin - fact sheet itinerant trade

https://www.ihk-berlin.de/Service-und-Beratung/recht_und_steuern/gewerber_echt/reisegewerbekarte/4321806

- Infection protection law

<https://www.ihk-berlin.de/service-und-beratung/recht-und-steuern/gewerberecht/ifsg-2253518>

- Online application certificate of good conduct, excerpt from the Commercial Central Register

<https://www.fuehrungszeugnis.bund.de/>

- Information about privacy

https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/merkblatt-dsgv.pdf

Link to online processing

<https://www.berlin.de/ea/en/application/login-service-account-berlin/>

Responsible authority

Application for an itinerant trade card, a duplicate or a certified copy for staff members must be submitted to the competent Public Order Office for the applicant's place of residence.

Information on this location

Ordnungsamt Neukölln - Zentrale Anlauf - und Beratungsstelle

Address

Juliusstraße 67
12051 Berlin

Current information on this location

Wichtig: Die Beantragung einer Gewerbezentralregister-Auskunft gilt ausschließlich für juristische Personen. Privatpersonen wenden sich bitte an das Bürgeramt.

Barrier-free access

This facility is fully accessible to wheelchairs.
Handicapped parking space available.
An elevator fully accessible to wheelchairs is available.
A WC fully accessible to wheelchairs is available.

Zugang für Rollstuhlfahrer am Haupteingang

Opening hours

Monday: 09.00-13.00 Uhr und nach Terminvereinbarung

Tuesday: 09.00-13.00 Uhr und nach Terminvereinbarung

Wednesday: nach Terminvereinbarung

Thursday: 15.00-18.00 Uhr und nach Terminvereinbarung

Friday: nach Terminvereinbarung

Information for customers with an appointment

Wichtig: Die Beantragung einer Gewerbezentralregister-Auskunft gilt ausschließlich für juristische Personen. Privatpersonen wenden sich bitte an das Bürgeramt.

Public transportation

S-Bahn Neukölln: S41, S42

U-Bahn Grenzallee: U7

Bus M171

Contact

Telephone: (030) 90239-6699

Fax: (030) 90239-4988

Internet:

<http://www.berlin.de/ba-neukoelln/politik-und-verwaltung/aemter/ordnungsamt/>

E-mail: ordnungsamt@bezirksamt-neukoelln.de

Payment methods

Payment only by debit card (Girocard) (with PIN) at this location.

PDF downloaded on 14.04.2021