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Ordnungsamt Neukölln - Zentrale Anlauf - und Beratungsstelle

Bezirksamt Neukölln

Address

Juliusstraße 67
12051 Berlin

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

Barrier-free access

Zugang für Rollstuhlfahrer am Haupteingang

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

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.

Nahverkehr

S-Bahn
Neukölln: S41, S42
U-Bahn
Grenzallee: U7
Bus
M171

Payment options

Girocard (mit PIN)

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.
- **For online applications: registration/login via BundID**

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/gewerberecht/_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

- **Trade Regulations (Gewerbeordnung - GewO) § 55**

(https://www.gesetze-im-internet.de/gewo/__55.html)
- **Schedule of Administrative Fees (Verwaltungsgebührenordnung (VGebO))** (https://gesetze.berlin.de/perma?a=VwGebO_BE)

More information

- **Informationen to itinerant trade card (IHK Berlin)** (https://www.ihk.de/berlin/Service-und-Beratung/recht_und_steuern/gewerberecht/reisegewerbekarte/4321806)
- **Informationen zum Umgang mit Lebensmitteln - Infektionsschutzgesetz (IHK Berlin)** (https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerberecht/ifsg-2253518)
- **Information on data protection (Ordnungsämter des Landes Berlin)** (https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/_assets/winr_105_merkblatt_dsgvo.pdf)
- **Reisegewerbekartenfreie Tätigkeiten anzeigen (Dienstleistung)** (https://service.berlin.de/dienstleistung/126432/en/)

Average time to process request

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

Hinweise zur Zuständigkeit

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.