

<b>Ordnungsamt Steglitz-Zehlendorf</b> .....	2
<b>Address</b> .....	2
<b>Mailing address</b> .....	2
<b>Contact</b> .....	2
<b>Barrier-free access</b> .....	2
<b>Opening hours</b> .....	2
<b>Changes in opening hours</b> .....	2
<b>Transportation links</b> .....	2
<b>Additional information</b> .....	3
<b>Payment options</b> .....	3
<b>Display an itinerant camp</b> .....	4
<b>Prerequisites</b> .....	4
<b>Documents required</b> .....	4
<b>Forms</b> .....	5
<b>Fees</b> .....	5
<b>Legal basis</b> .....	5
<b>More information</b> .....	5
<b>Average time to process request</b> .....	6
<b>Notes on responsibility</b> .....	6

# 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](mailto: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](mailto: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** 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 pflichtwidrigen 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

# Display an itinerant camp

Itinerant camps are sales events where the trader temporarily sells goods or offers services or accepts orders for goods or services in a travelling trade, i.e. outside his place of business and outside a fair, exhibition or market from a fixed place of distribution (such as a rented restaurant, event room, sales booth or motor vehicle in the case of a coffee run).

The itinerant camp shall be notified if

- it is publicly announced or advertised, e.g. in newspapers, on posters, on the internet or other media, and
- the journey of the participants to and from the location of the camp is made by the organisers or by persons working together with them.

The camp must also be notified if it is to be held in a foreign country.

## Procedure

1. The organisers must submit the notification at least four weeks before the start of the itinerant camp. You can submit the notification by post or online. Please fill out the notification form completely.
2. The relevant authority will check your details and contact you if anything is missing. You will receive guidance on the next steps and be informed of the status of your notification by email.
3. If all conditions are satisfied and all documents are in order, you will receive confirmation. If not all conditions are met or documents are missing, you will receive a notification from the relevant authority.

## Prerequisites

- **valid permission - itinerant trade card**  
(<https://service.berlin.de/dienstleistung/121916/en/>)
- **For online applications: registration/login via BundID**

## Documents required

- **Notification of an itinerant camp**  
**Please use the sample form! (see "Forms")**

The notification must contain the following information:

1. the location, date/period and time/timing of the itinerant camp,
2. the type of goods and/or services offered,
3. details of the organiser: Name/company, address of commercial establishment, contact details, trade, association or cooperative register if applicable, as well as the corresponding register number; in the case of legal entities, additionally the legal form and the persons authorised to represent,
4. details for quick contact and direct communication with the organisers, including a telephone number, mobile phone number and an e-mail

address,

5. details of the providers of goods and/or services: Name/company, address of commercial establishment, if applicable commercial register, register of associations or register of cooperatives as well as the corresponding register number; in the case of legal entities, additionally the legal form and the persons authorised to represent the entity,
6. if applicable, the names of the representatives authorised in writing to manage the camp on site on behalf of the organiser,
7. the wording and form of the intended public announcements (copies of the public announcements are to be enclosed).

- **Itinerant Trade Card**

(<https://service.berlin.de/dienstleistung/121916/en/>)

Proof to be provided by presenting the permission certificate or a copy thereof

- **Important information on the organisation of itinerant camps**

The itinerant camp may only be led on site by the organiser(s) named in the advertisement. Representation by a person authorised in writing is possible.

**A public announcement must contain:**

1. the type of goods and/or services to be offered as part of the itinerant camp,
2. the location of the itinerant camp,
3. the name of the organisers, the address of the commercial establishment, as well as information enabling rapid contact and direct communication with the organisers, including a telephone number and an e-mail address,
4. information in an easily recognisable and legible or otherwise easily perceptible form on the conditions under which consumers have the right of withdrawal from contracts concluded in the context of the camp.

**It is forbidden by law to announce free gifts (in the form of goods or services), including competitions, raffles and draws, in the public announcement for your camp!**

## Forms

- **Notification of an itinerant camp**

([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberec ht/\\_assets/winr320-gewo\\_anzeige-veranstaltung-wanderlager.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberec ht/_assets/winr320-gewo_anzeige-veranstaltung-wanderlager.pdf))

## Fees

none

## Legal basis

- **Trade Regulations § 56a (Gewerbeordnung (GewO))**

([https://www.gesetze-im-internet.de/gewo/\\_56a.html](https://www.gesetze-im-internet.de/gewo/_56a.html))

## More information

- **Information on itinerant camps (Berlin Chamber of Industry and**

## **Commerce)**

([https://www.ihk.de/berlin/produktmarken/branchen/handel/brancheninformati-  
onen/verkaufsveranstaltungen/wanderlager-2279984](https://www.ihk.de/berlin/produktmarken/branchen/handel/brancheninformati-<br/>onen/verkaufsveranstaltungen/wanderlager-2279984))

- **Information on data protection (Ordnungsämter des Landes Berlin)**  
([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberec-  
ht/\\_assets/winr\\_105\\_merkblatt\\_dsgvo.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberec-<br/>ht/_assets/winr_105_merkblatt_dsgvo.pdf))
- **Itinerant trade - Apply for an itinerant trade licence (service)**  
(<https://service.berlin.de/dienstleistung/121916/en/>)

## **Average time to process request**

[https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/gewerbe/WanderlagerAnzeigen-  
/index?AnliegenID=123066](https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/gewerbe/WanderlagerAnzeigen-<br/>/index?AnliegenID=123066)

## **Notes on responsibility**

The notification of the camp must be submitted to the public order office responsible for the location of the camp. If the itinerant camp is to take place in a foreign country, the public order office in the place where the organisers are based shall be responsible for the notification.