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# Ordnungsamt Spandau - Gewerbeservice

Bezirksamt Spandau

## Address

Galenstraße 14  
13597 Berlin

## Contact

Telephone: (030) 90279-2277

Fax: (030) 90279-3957

Internet: [https://www.berlin.de/ba-spandau/verwaltung/abt/pwo/ord\\_zab.html](https://www.berlin.de/ba-spandau/verwaltung/abt/pwo/ord_zab.html)

E-mail: [gewerbe@ba-spandau.berlin.de](mailto:gewerbe@ba-spandau.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: Gewerbeservice  
**(nur nach vorheriger Terminvereinbarung - siehe Hinweise)**

Tuesday: Gewerbeservice  
**(nur nach vorheriger Terminvereinbarung - siehe Hinweise)**

Thursday: Gewerbeservice  
**(nur nach vorheriger Terminvereinbarung - siehe Hinweise)**

## Changes in opening hours

Bitte nutzen Sie die **Onlineservices** unter [www.berlin.de/ea](http://www.berlin.de/ea). Ein persönliches Erscheinen ist **nur** nach vorheriger **Terminvereinbarung** per E-Mail an [gewerbe@ba-spandau.berlin.de](mailto:gewerbe@ba-spandau.berlin.de) möglich.

## Transportation links

### S-Bahn

0.2km [S Spandau Bhf](#)

S3, S9

### U-Bahn

0.3km [S+U Rathaus Spandau](#)

U7

### Bus

0.2km [Berlin, Galenstr.](#)

671, 130, 134, 136, 237, N7, N30, X33

0.2km [Galenstr./Hohenzollernring](#)

337

0.2km [S+U Rathaus Spandau](#)

638, 137, M32, M37, M45, X37, X36, 671, 130, 134, 136, 237, N7, N30,  
X33, RE4, RE8, RB10, S3, 337, RB21, 135, N34, M36

0.3km [Berlin, Moritzstr.](#)

337, 671, 134, 136, 137, M37, M45, N7, M36

0.3km [Borkzeile](#)

130, 237, N30

0.4km [Elsflether Weg](#)

X37, X36, M32

0.4km [Berlin, Brunsbütteler Damm/Ruhlebener Str.](#)

S3, M32, X37, X36, 638, 134, 135, 137, M37, N34, M36, M45

0.4km [Jenneweg](#)

337

### Train

0.2km [S Spandau Bhf](#)

RE6, RE4, RE2, RB21, RB14, RB10, RE8

## Payment options

Barzahlung

Girocard (mit PIN)

# Itinerant trade - Notify activities that do not require an itinerant trade card

No itinerant trade licence is required for certain activities in the itinerant trade sector. These are referred to as 'activities exempt from the itinerant trade licence requirement'. These activities are exempt from the obligation to hold an itinerant trade licence.

In the municipality of Berlin, for example, this applies to:

- the sale of food or other everyday goods, provided these are sold from non-fixed, i.e. mobile, sales points at regular, short intervals at the same location.
- the sale of printed matter on public paths, roads, squares or in other public places, e.g. newspaper sellers.

For all other activities in the itinerant trade, you must otherwise apply for a licence (an itinerant trade licence) (see "More information").

## Procedure

1. You must notify the competent public order office that you are exercising an activity that does not require a itinerant trade licence. You can submit the notification by post or online. To do so, you must use the prescribed official forms in accordance with the Trade Regulation Ordinance.
2. The competent public order office will review your notification and confirm receipt.

## Important note

You must also submit a notification if

1. You change the nature of your business or extend it to goods or services that are not customary in your previously registered business, or if you relocate your place of business within Berlin.
2. You cease your activities not requiring a travelling trade licence entirely or relocate them to a place of business outside Berlin.

## Prerequisites

- **Exercise of activities that do not require an itinerant trade card** ([https://www.gesetze-im-internet.de/gewo/\\_55a.html](https://www.gesetze-im-internet.de/gewo/_55a.html)) compare with § 55a section 1 no. 3, 9 or 10 of the trade regulations (Gewerbeordnung). Attention: No. 3 does not apply to residence/business in the municipality of Berlin due to the larger number of inhabitants.
- **To apply online: Register or log in using your BundID account**

## Documents required

- **Itinerant trade - Notify activities that do not require an itinerant trade card**  
Possible online or you can use the form.

- **Identity card**

Identity card or other official identification document with photograph

## Forms

- **Business registration for activities exempt from the itinerant trade card**

([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/\\_assets/gewa1-gewerbeanmeldung-1.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/_assets/gewa1-gewerbeanmeldung-1.pdf))

- **Business re-registration for activities exempt from itinerant trade cards**

([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/\\_assets/gewa2-gewerbeummeldung.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/_assets/gewa2-gewerbeummeldung.pdf))

- **Business deregistration for activities exempt from the itinerant trade card**

([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/\\_assets/gewa3-gewerbeabmeldung.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/_assets/gewa3-gewerbeabmeldung.pdf))

## Fees

- 26.00 Euro - per singular business, per partner of a partnership
- 31.00 Euro - legal entity with 1 legal representative
- 13.00 Euro - each additional representative of a legal entity
- 20.00 Euro - per business re-registration
- free of charge - business deregistration
- 15.00 Euro - business registration and re-registration in the electronic procedure (online processing)

## Legal basis

- **Trade regulations (Gewerbeordnung (GewO)) § 55a**

([https://www.gesetze-im-internet.de/gewo/\\_55a.html](https://www.gesetze-im-internet.de/gewo/_55a.html))

- **Trade regulations (Gewerbeordnung (GewO)) § 55c**

([https://www.gesetze-im-internet.de/gewo/\\_55c.html](https://www.gesetze-im-internet.de/gewo/_55c.html))

- **Trade Notification Ordinance (Gewerbeanzeigerordnung (GewAnzV)) §§ 1-2**

([https://www.gesetze-im-internet.de/gewanzv\\_2014/index.html#BJNR120800014BJNE000200000](https://www.gesetze-im-internet.de/gewanzv_2014/index.html#BJNR120800014BJNE000200000))

- **Schedule of Administrative Fees (Verwaltungsgebührenordnung (VGebO))**

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

## More information

- **Information Sheet on the itinerant trade (Berlin Chamber of Industry and Commerce)**

(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerberecht/neuer-inhalt3-wer-braucht-die-reisegewerbekarte--4321872>)

- **Information on data protection (Ordnungsämter des Landes Berlin)**

([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/assets/winr\\_105\\_merkblatt\\_dsgvo.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/assets/winr_105_merkblatt_dsgvo.pdf))

- **Itinerant trade - apply for a 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/Gewerbeabmeldung/index>

## **Notes on responsibility**

You must register the pursuit of an activity not requiring a itinerant trade licence with the local public order office responsible for the place of sale in Berlin. When registering an activity not requiring a itinerant trade licence, please always tick box no. 24 "im Reisegewerbe" on the forms, or, when using the online procedure, select the option "Reisegewerbe" in response to the question "Die Meldung wird erstattet für ein".