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Ordnungsamt - Gewerbeangelegenheiten

Fröbelstraße Haus 6

Bezirksamt Pankow

Address

Fröbelstraße 17
10405 Berlin

Contact

Telephone: (030) 90295-6241
Fax: (030) 90295-5063
E-mail: ordnungsamt@ba-pankow.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

Tuesday: 09:00-12:00
Thursday: 09:00-12:00

Information for customers with an appointment

Die Sprechzeiten sind nur für Kunden mit einem Termin, oder nach vorheriger telefonischer Absprache.
Bitte tragen Sie einen Mund- und Nasenschutz, sowie einen eigenen Stift bei sich.

Nahverkehr

S-Bahn

Prenzlauer Allee : S 41, S 42, S 8, S 85

Tram

Fröbelstr. : M 2

Additional information

Wir bitten Sie, vorzugsweise die Möglichkeit der elektronischen Kommunikation (E-Mail, Telefon, AMS) zu nutzen und stehen Ihnen auf diesen Kommunikationswegen weiterhin sehr gerne zur Verfügung.

Payment options

Am Standort kann nur mit girocard (mit PIN) (ehemals EC Karte) bezahlt werden.
(keine Barzahlung)

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

A travel business card is not required for certain itinerant activities. These are called activities that do not require a itinerant trade card. These activities are exempt from the obligation to obtain a itinerant trade card.

In the municipality of Berlin, this concerns, for example:

- the distribution of foodstuffs or other goods for daily use, if these are distributed by non-fixed, i.e. mobile, sales outlets at regular shorter intervals at the same place.
- the offering for sale of printed media on public paths, streets, squares or other public places, e.g. newspaper vendors.

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

Procedure:

1. You notify the competent public order office that you wish to carry out an activity that is exempt from the requirement for an itinerant trade card. For the notification, use the prescribed official forms in accordance with the Trade Notification Ordinance.
2. The competent public order office will check your notification and confirm receipt.

Important note:

You also have to register if

1. you change the subject matter of the trade or expand it to include goods or services that are not customary in your previously registered trade or if you move your place of sale within Berlin.
2. you completely give up your itinerant trade card-exempt activities or move to a place of sale outside Berlin.

Prerequisites

- **Exercise of activities that do not require an itinerant trade card** (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.

Documents required

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

Possible online or you can use the form.

- **Identity card**

Identity card or other official identification including a photograph

Forms

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

(https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehendes-gewerbe/_assets/mdb-f122630-gewa1_neutral.pdf)

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

(https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehendes-gewerbe/_assets/mdb-f122640-gewa2_neutral.pdf)

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

(https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehendes-gewerbe/_assets/mdb-f122641-gewa3_neutral.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)
- **Trade regulations (Gewerbeordnung (GewO)) § 55c**
(https://www.gesetze-im-internet.de/gewo/_55c.html)
- **Trade Notification Ordinance (Gewerbeanzeigeverordnung (GewAnzV)) §§ 1-2**
(https://www.gesetze-im-internet.de/gewanzv_2014/index.html#BJNR120800014BJNE000200000)
- **Schedule of Administrative Fees (Verwaltungsgebührenordnung (VGebO))**
(<https://gesetze.berlin.de/perma?d=jlr-VwGebOBE2009V11Anlage>)

More information

- **Itinerant trade - apply for a permit**
(<https://service.berlin.de/dienstleistung/121916/en/>)
- **CCI Berlin - fact sheet itinerant trade**
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerber-echt/neuer-inhalt3-wer-braucht-die-reisegewerbekarte--4321872>)

- **Information about privacy**

(https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehendes-gewerbe/_assets/merkblatt-dsgv.pdf)

Average time to process request

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

Hinweise zur Zuständigkeit

You have to notify the local public order office (Ordnungsamt) responsible for the place of sale in Berlin that you are exercising an activity that does not require an itinerant trade card.

Please always tick field no. 24 "im Reisegewerbe" (in the itinerant trade) in the forms when reporting an activity that does not require a Itinerant trade permit.