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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

Internet:

<https://www.berlin.de/ba-pankow/politik-und-verwaltung/aemter/ordnungsamt/gewerbeangelegenheiten/>

E-mail: [ordnungsamt@ba-pankow.berlin.de](mailto:ordnungsamt@ba-pankow.berlin.de)

### Barrier-free access



Zugang für Rollstuhlfahrer links neben dem Haupteingang Gebäude 6

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

### Opening hours

### Information for customers with an appointment

Die Sprechzeiten sind nur für Kunden mit einem Termin, oder nach vorheriger telefonischer Absprache.

### Transportation links

#### 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

Girocard (mit PIN)

# Auctioning business: Notification of holding an auction

The auctioneer must give notice of any auction at least two weeks before the proposed auction date. Notice must be given to the relevant public order office in the district where the auction is to take place. In individual cases, the relevant public order office may involve the Berlin Chamber of Industry and Commerce in the proceedings.

The notice must be given in writing or electronically and must specify the exact location, time and type of goods to be auctioned.

In exceptional cases, particularly where the goods to be auctioned are highly perishable, the authority may, upon application, reduce the two-week notice period.

No notification is required for the auction of agricultural equipment, agricultural and forestry products, or livestock.

Only second-hand goods may be auctioned. Exceptions to this rule are new goods or consumer goods that are sold as part of an estate, an insolvency estate, in the course of a business closure, or at public auctions in accordance with statutory provisions.

## Procedure

1. The auctioneer must submit the notification within the specified time limit. You can submit the notification by post or online. Please complete the notification 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 will 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 relevant guidance from the relevant authority.

## Prerequisites

- **Valid permission for auctioning business activities**
- **For online applications: registration/login via BundID**

## Documents required

- **Notification - holding of an auction**  
You can do this online or use the form
  - in written or electronic form, stating the location, time and details of the goods to be auctioned
  - Please use the sample notification form (under "Forms")

- **Auctioning permit**

(<https://service.berlin.de/dienstleistung/292634/en/>)

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

## Forms

- **Notification of holding an auction**

([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/\\_assets/winr-252-gewo\\_anzeige-versteigerung\\_11\\_2022.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/_assets/winr-252-gewo_anzeige-versteigerung_11_2022.pdf))

## Fees

- none: Notification of the auction
- 14.32 Euro: Urgent auctions with shortened two-week notice period

## Legal basis

- **Auction regulation - Versteigererverordnung (VerstV) § 3**

([https://www.gesetze-im-internet.de/verstv\\_2003/\\_3.html](https://www.gesetze-im-internet.de/verstv_2003/_3.html))

## More information

- **Information on auctions (Berlin Chamber of Industry and Commerce)**

(<https://www.ihk.de/berlin/produktmarken/branchen/handel/brancheninformativen/verkaufsveranstaltungen/versteigerungen-index-2279990>)

- **Information on Berlin auction houses and auctioneers (Berlin Chamber of Commerce and Industry)**

(<https://www.ihk.de/blueprint/servlet/resource/blob/2271522/9a787260ca13268a820cd9ff204acaa2/berliner-auktionshaeuser-und-versteigerer-data.pdf>)

- **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))

## Average time to process request

[https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/gewerbe/Versteigerung\\_anzeigen/index?AnliegenID=126904](https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/gewerbe/Versteigerung_anzeigen/index?AnliegenID=126904)

## Notes on responsibility

The notification must be submitted to the public order office responsible for the auction venue.