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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

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 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 pflichtwidrigem 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

Business - register a trade requiring supervision

Anyone looking to take up a business requiring supervision for the first time, or by expanding their existing commercial activities, must, in addition to registering or re-registering their business, provide proof of their personal integrity. The following activities are classified as businesses requiring supervision:

1. The purchase and sale (second-hand trade) of
 - high-value consumer goods, e.g. consumer electronics, cameras, video cameras, carpets, furs, etc.
 - motor vehicles and bicycles
 - precious metals and alloys containing precious metals, or goods made from them
 - gemstones, pearls and jewellery
 - scrap metal
2. Credit reference agencies, private investigation agencies
3. Matchmaking services for marriages, partnerships and dating
4. Operation of travel agencies and accommodation booking services
5. Locksmith services, sale and installation of building security systems
6. Manufacture and sale of specialised lock-picking tools

Procedure

1. The business operator must submit the notification before commencing operations. You can submit the notification by post or online. Please complete the 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 application by email.
3. If all conditions are met and all documents are in order, you will receive confirmation. If not all conditions are satisfied or documents are missing, you will receive relevant guidance from the competent authority.

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

- **Business registration or business re-registration**
You can do this online; alternatively, you can use the form for business registration or re-registration.

- **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, an extract 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/rp_web/welcome.xhtml)

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.

- **Declaration of consent of the shareholders**

Only for business notifications of legal entities in the process of formation

- **Supplement for authorised representatives**

In the case of business registrations for legal entities with multiple representatives

Forms

- **Trade registration (Gewerbeanmeldung)**

(<https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/assets/gewa1-gewerbeanmeldung-1.pdf>)

- **business re-registration**

(<https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/assets/gewa2-gewerbeummeldung.pdf>)

- **Declaration of consent of the shareholders**

(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/assets/winr-114_anzeige_gewerbe_zustimmungserklaerung_gesellschafter.pdf)

- **Supplement to the application for authorised representatives**

(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/assets/anlage_beiblatt_gesetzliche_vertreter.pdf)

Fees

- EUR 26.00 - per single person company, per associate for business partnerships
- EUR 31.00 - legal entity with 1 legal representative
- EUR 13.00 - for each additional representative of a legal entity
- EUR 20.00 - per trade reregistration

- EUR 15.00 - business registration via electronic process (online processing)

Legal basis

- **Trade regulations (GewO) § 38 - Trades requiring supervision**
(https://www.gesetze-im-internet.de/gewo/___38.html)
- **Trade Regulations (GewO) § 14 Sec. 1 - Duty of disclosure**
(https://www.gesetze-im-internet.de/gewo/___14.html)
- **Trade Registration Ordinance (Gewerbeanzeigeverordnung or GewAnzV)**
(https://www.gesetze-im-internet.de/gewanzv_2014/)
- **Schedule of Administrative Fees (Verwaltungsgebührenordnung (VGebO))**
(<https://gesetze.berlin.de/bsbe/?aiz=1&docId=jlr-VwGebOBE2009rahmen&query=JURISLINK%3A%22VwGebO+BE%22>)

More information

- **Privacy policy (Public Order Offices of Berlin)**
(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/Gewerbeummeldung/index>

Notes on responsibility

The competent Public Order Office for the district in which the company's premises are located.