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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](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-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

# Business - registering a trade requiring supervision

Anyone wishing to carry out a trade requiring supervision must, in addition to a trade notification, also prove their personal reliability. The following activities are trades requiring supervision:

1. buying and selling (second-hand goods trade) of
  - high-quality consumer goods, e.g. consumer electronics, cameras, video cameras, carpets, furs, etc.
  - motor vehicles and bicycles
  - precious metals and alloys containing precious metals or corresponding goods
  - precious stones, pearls and jewellery
  - scrap metals
2. credit agencies, detective agencies
3. arranging marriages, partnerships and acquaintanceships
4. operation of travel agencies and arrangement of accommodation
5. locksmith services, distribution and installation of building security equipment
6. manufacture and distribution of special theft-related opening tools

## 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

- **Trade registration (Gewerbeanmeldung)**  
Possible online; or you can use the business registration form.
- **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](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/gewerberech/ht/\\_assets/gewa1-gewerbeanmeldung-1.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberech/ht/_assets/gewa1-gewerbeanmeldung-1.pdf))
- **Supplement to the application for authorised representatives**  
([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberech/ht/\\_assets/anlage\\_beiblatt\\_gesetzliche\\_vertreter.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberech/ht/_assets/anlage_beiblatt_gesetzliche_vertreter.pdf))
- **Declaration of consent of the shareholders**  
([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberech/ht/\\_assets/winr-114\\_anzeige\\_gewerbe\\_zustimmungserklaerung\\_gesellschafter.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberech/ht/_assets/winr-114_anzeige_gewerbe_zustimmungserklaerung_gesellschafter.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 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](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](https://www.gesetze-im-internet.de/gewo/_14.html))
- **Trade Registration Ordinance (Gewerbeanzeigeverordnung or GewAnzV)**  
([https://www.gesetze-im-internet.de/gewanzv\\_2014/](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](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/assets/winr_105_merkblatt_dsgvo.pdf))

## **Average time to process request**

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

## **Notes on responsibility**

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