

Ordnungsamt Lichtenberg	2
Address	2
Contact	2
Barrier-free access	2
Opening hours	2
Changes in opening hours	2
Transportation links	2
Event - Apply for a permit	3
Prerequisites	3
Documents required	3
Forms	4
Fees	4
Legal basis	4
Average time to process request	4
More information	5
Notes on responsibility	5

Ordnungsamt Lichtenberg

Bezirksamt Lichtenberg

Address

Große-Leege-Str. 103
13055 Berlin

Contact

Telephone: (030) 90296 - 4310
Fax: (030) 9028-7036
E-mail: ordnungsamt-zab@lichtenberg.berlin.de

Barrier-free access



Zugang von Hofseite / Parkplatz

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

Opening hours

Changes in opening hours

Das Ordnungsamt arbeitet gegenwärtig ohne offene Sprechzeiten.
Bitte nutzen Sie die Möglichkeit persönlicher Vorsprachen nach vorheriger telefonischer Terminvereinbarung.

Für Terminabsprachen wählen Sie bitte die Rufnummer (030) 90 296 4310. Sie werden dann zu dem entsprechenden Fachbereich weitergeleitet.

Transportation links

Bus

- 0.1km [Große-Leege-Str./Bahnhofstr.](#)
256, N56
- 0.3km [Konrad-Wolf-Str./Gärtnerstr.](#)
256, 294, N56
- 0.3km [Leuenberger Str.](#)
294

Tram

- 0.2km [Oberseestr.](#)
M5, M8
- 0.5km [Berlin, Freienwalder Str.](#)
M8, M5
- 0.5km [Alt-Hohenschönhausen](#)
27, M5, M8

Event - Apply for a permit

You can obtain a permit for events that are to take place on public streets or squares, for example for

- street parties
- Parades
- flea markets
- Sports events
- Soapbox races
- Music event (open-air)

Prerequisites

- **Insurance cover**

At least liability insurance is required. Depending on the type of event, accident insurance may also be required.

- **Timely application**

Submit the application up to 9 weeks before the event.

Documents required

- **Application for authorisation of an event**

The application form is currently only available from the competent authorities.

- **Site plan**

Sketch of the event location with everything that is to be set up for the event, for example: stands, tables, benches, tents, stage.

- **Traffic sign plan, if applicable (5 copies)**

If the traffic routing is to be changed.

For example, it may be necessary for the event,

- close roads or,
- set up no-stopping zones.

In such cases, we require a sketch of the surrounding area with all traffic signs, traffic lights and other traffic facilities required for the event.

- **Organiser's declaration**

Event special use within the meaning of § 8 FStrG

Exclusion of liability due to breach of the duty to maintain road safety.

Declaration of § 29 para. 2 StVO (liability insurance)

- **Proof of insurance cover**

for example by a confirmation from the insurance company or by a copy of the insurance contract

- **Estimate of the number of visitors**

Number of expected participants, spectators and other visitors (estimate, informal on A4 paper)

- **Consent of data subjects, if applicable**

Depending on the location, type and scope of the event, you may require the consent of affected persons and organisations, for example

- the consent of the neighbourhood
- the consent of the Berliner Verkehrsbetriebe (BVG) if bus or tram traffic is affected

- the consent of the fire brigade for a bonfire or fireworks display
- **Authorisation of public outdoor events (noise protection)**
(<https://service.berlin.de/dienstleistung/325891/>)
if disturbing noises for third parties are to be expected from them (in accordance with § 11 of the Berlin State Immission Control Act)
- **GEMA membership, if applicable**
(<https://www.gema.de/musiknutzer/musiknutzung-oeffentlichkeit/>)
if you want to play or perform music
Anyone who wants to play or perform music in public in Germany generally becomes a GEMA customer.
- **More documents**
Further documents may be required in individual cases. Please enquire with the responsible authority in good time.

Forms

- **This form is currently only available from the competent authorities**

Fees

- depending on the size of the event
- Non-profit organisers may be exempted from part of the fees.

Legal basis

- **Road Traffic Regulations (StVO)**
(https://www.gesetze-im-internet.de/stvo_2013/)
- **Berlin Road Act (BerlStrG)**
(https://gesetze.berlin.de/perma?j=StrG_BE_Inhaltsverzeichnis)
- **Green Areas Act (GrünanlG)**
(https://gesetze.berlin.de/perma?j=Gr%C3%BCnAnlG_BE_Eingangsformel)
- **State Immission Control Act Berlin (LImSchG Bln) § 11**
(https://gesetze.berlin.de/perma?j=ImSchG_BE_!_11)
- **Trade Regulation (Gewerbeordnung or GewO)**
(<https://www.gesetze-im-internet.de/gewo/>)
- **Law on Explosive Substances (SprengG) - Fireworks**
(https://www.gesetze-im-internet.de/sprengg_1976/)
- **First Ordinance to the Explosives Act (SprengV) - Fireworks**
(https://www.gesetze-im-internet.de/sprengv_1/)
- **Federal Trunk Roads Act (FStrG)**
(<https://www.gesetze-im-internet.de/fstrg/>)
- **Administrative Fee Regulations (VGebO)**
(https://gesetze.berlin.de/perma?j=VwGebO_BE_Eingangsformel)
- **Special Utilisation Fees Ordinance (SNGebV)**
(https://gesetze.berlin.de/perma?j=SoGebV_BE_Inhaltsverzeichnis)

Average time to process request

4-9 weeks

More information

- **Noise protection - apply for exemption or authorisation**
(<https://service.berlin.de/dienstleistung/325891/>)

Notes on responsibility

You can apply for the service at the district office where the event is taking place.