

Ordnungsamt Treptow-Köpenick / Zentrale Anlauf- und Beratungsstelle	2
Address	2
Contact	2
Barrier-free access	2
Opening hours	2
Changes in opening hours	2
Transportation links	2
Payment options	3
Event - Apply for a permit	4
Prerequisites	4
Documents required	4
Forms	5
Fees	5
Legal basis	5
Average time to process request	5
More information	6
Notes on responsibility	6

Ordnungsamt Treptow-Köpenick / Zentrale Anlauf- und Beratungsstelle

Bezirksamt Treptow-Köpenick

Address

Salvador-Allende-Str. 80 A
12559 Berlin

Contact

Telephone: (030) 90297-4629
Fax: (030) 90297-664621
E-mail: ordnungsamt@ba-tk.berlin.de

Barrier-free access



Zugang für Rollstuhlfahrer hinter dem Haus

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

Opening hours

Monday: 09:00-15:00 Uhr (telefonische Sprechzeit)
Tuesday: 09:00-15:00 Uhr (telefonische Sprechzeit)
Wednesday: keine
Thursday: 09:00-17:00 Uhr (telefonische Sprechzeit)
Friday: 09:00-14:00 Uhr (telefonische Sprechzeit)

Changes in opening hours

Für eine persönliche Vorsprache im Ordnungsamt ist unbedingt eine telefonische Terminvereinbarung nötig!

Weitere Informationen finden Sie unter:

<https://www.berlin.de/ba-treptow-koepenick/politik-und-verwaltung/aemter/ordnungsamt/artikel.86065.php>

Transportation links

Bus

- 0.2km [Salvador-Allende-Brücke](#)
269, N65, 169, N64
- 0.3km [Neuer Weg](#)
N65, 169, 269, N64
- 0.4km [S.-Allende-Str./Wendenschloßstr.](#)
165, 269, N65, X69, 169
- 0.4km [Berlin, Hirschgartendreieck](#)

S3, N65

0.5km [Bellevuestr.](#)

N65

 **Tram**

0.4km [Berlin, Hirschgartendreieck](#)

60, 61

0.5km [Bellevuestr.](#)

60, 61

Payment options

Girocard (mit PIN)

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.