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# 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](mailto: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](#)

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/](https://www.gesetze-im-internet.de/stvo_2013/))
- **Berlin Road Act (BerlStrG)**  
([https://gesetze.berlin.de/perma?j=StrG\\_BE\\_Inhaltsverzeichnis](https://gesetze.berlin.de/perma?j=StrG_BE_Inhaltsverzeichnis))
- **Green Areas Act (GrünanlG)**  
([https://gesetze.berlin.de/perma?j=Gr%C3%BCnAnlG\\_BE\\_Eingangsformel](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](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/](https://www.gesetze-im-internet.de/sprengg_1976/))
- **First Ordinance to the Explosives Act (SprengV) - Fireworks**  
([https://www.gesetze-im-internet.de/sprengv\\_1/](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](https://gesetze.berlin.de/perma?j=VwGebO_BE_Eingangsformel))
- **Special Utilisation Fees Ordinance (SNGebV)**  
([https://gesetze.berlin.de/perma?j=SoGebV\\_BE\\_Inhaltsverzeichnis](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.