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Straßen- und Grünflächenamt

Bezirksamt Mitte

Address

Karl-Marx-Allee 31
10178 Berlin

Contact

Telephone: (030) 9018-22823

Fax: (030) 9018-22766

Internet:

<https://www.berlin.de/ba-mitte/politik-und-verwaltung/aemter/strassen-und-gruenflaechenamt/>

E-mail: sga@ba-mitte.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

Transportation links

S-Bahn

0.8km [S+U Alexanderplatz Bhf](#)

S3, S5, S7, S75, S9

0.8km [S+U Jannowitzbrücke](#)

S3, S5, S7, S75, S9

U-Bahn

0.2km [U Schillingstr.](#)

U5

0.6km [S+U Alexanderplatz Bhf](#)

U2, U5, U8

0.7km [U Strausberger Platz](#)

U5

0.7km [S+U Jannowitzbrücke](#)

U8

0.8km [U Klosterstr.](#)

U2

Bus

0.2km [U Schillingstr.](#)

N5

- 0.4km [Mollstr./Otto-Braun-Str.](#)
142, 200
- 0.5km [Platz der Vereinten Nationen West](#)
142, 200
- 0.5km [S+U Alexanderplatz Bhf/Grunerstr.](#)
300, 248
- 0.5km [Alexanderstr.](#)
N60, N65, 300

 **Tram**

- 0.4km [Büschingstr.](#)
18, M5, M6, M8
- 0.4km [Mollstr./Otto-Braun-Str.](#)
18, M8, M5, M6, M4, M5, M1
- 0.6km [U Alexanderplatz \[Tram\]](#)
M5, M4, M6
- 0.7km [Platz der Vereinten Nationen](#)
18, M5, M6, M8
- 0.7km [Mollstr./Prenzlauer Allee](#)
18, M1, M8, M2

 **Train**

- 0.8km [S+U Alexanderplatz Bhf](#)
RE1, RB23, RE2, FEX, RE7, ILA

Payment options

Eine Bezahlung ist nicht vorgesehen

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.