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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** 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 pflichtwidrigem 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

# Gastronomic trade - apply for a permission for a special occasion

If you wish to serve alcoholic beverages on a temporary commercial basis as part of a special event that is open to the general public or a specific group of people, you must apply for a licence in accordance with the Restaurant Act. The prerequisite is always that there is a special occasion of short duration: this could be, for example, celebrations, anniversaries or similar occasions. A licence is granted under simplified conditions. However, it is only valid temporarily and is limited in time to the duration and location of the event.

If, on the other hand, you wish to operate a business serving alcohol on a permanent basis or for a longer period of time (usually more than 4 weeks), you will generally need a licence for the restaurant trade (see 'Further information'). A licence for the restaurant trade can also be applied for and granted on a temporary basis.

A permit is also required in Berlin if you hold a travelling trade licence. Regardless of the permit discussed here and depending on your offering, you may have to fulfil additional registration and permit requirements, for example in accordance with the Trade Regulation Act.

## Procedure:

1. If you wish to open a restaurant business (serving alcohol) that requires a licence as part of a special event, you must apply for a restaurant licence before starting your business. The application can be submitted online. Please fill out the application form completely, upload the required documents and submit it.
2. The competent authority will review your information and documents and request any missing evidence if necessary. You will receive instructions on how to proceed and will be informed of the processing status by email.
3. If all requirements are met and the necessary documents are available, you will receive a fee notice and the permit by post. If not all requirements are met or the necessary documents are not available, your application will be rejected and a fee will be charged. In this case, you can read the reason for the rejection in the notice from the responsible authority.

## Prerequisites

- **There is a special occasion of short duration.**

for example:

- Street festivals (e.g. folk festivals or funfairs),
- Christmas markets,
- Sports events,
- company anniversaries

- **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.

- **Expert knowledge**

Proof of training in the necessary food law knowledge is only required if the catering activity is exercised regularly and sustainably on certain occasions.

## Documents required

- **Application for a permission**

Submit the application online or in writing by post.

- **Identity document**

Identity card or other official identification document with photo.

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.

- **If applicable, the catering instruction according to § 4 GastG**

(<https://service.berlin.de/dienstleistung/330174/en/>)

In the case of repeated applications, a certificate from a Chamber of Industry and Commerce (IHK) confirming participation in the catering training course or a comparable qualification (confirmation from the IHK required) must be submitted.

- **If applicable, a current extract from the commercial 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.

## Forms

- **Application for a permission**

([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/\\_assets/winr-523-gastg-gestattung\\_-antrag-0622.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/_assets/winr-523-gastg-gestattung_-antrag-0622.pdf))

## Fees

EUR 11.00 to EUR 869.00 per effort

## Legal basis

- **Catering Act (Gaststättengesetz - GastG) § 12**

([https://www.gesetze-im-internet.de/gastg/\\_12.html](https://www.gesetze-im-internet.de/gastg/_12.html))

- **Catering Act (Gaststättengesetz - GastG) § 4**  
([https://www.gesetze-im-internet.de/gastg/\\_4.html](https://www.gesetze-im-internet.de/gastg/_4.html))
- **Berlin Gastronomy Ordinance (GastV)**  
(<https://gesetze.berlin.de/jportal/?quelle=jlink&query=GastV+BE&psml=bsbeprod.psml&max=true>)
- **Schedule of Administrative Fees (Verwaltungsgebührenordnung (VGebO))**  
(<https://gesetze.berlin.de/bsbe/?aiz=1&docId=jlr-VwGebOBE2009rahmen&query=JURISLINK%3A%22VwGebO+BE%22>)

## Average time to process request

approx. 2 weeks

## More information

- **Berliner Gastromat - Questions and answers on the subject of catering (IHK Berlin)**  
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerberecht/gastromat-ihk-berlin-zugang-6538178>)
- **Information on setting up a gastronomy business (IHK Berlin)**  
(<https://www.ihk.de/berlin/service-und-beratung/existenzgruendung/informationsangebote/brancheninformation/gastronomie-mit-alkohol-2279262>)
- **Information on handling food (IHK Berlin)**  
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerberecht/lebensmittelrecht-und-produktkennzeichnung/lebensmittelhygieneverordnung-2265336>)
- **Information on instruction in catering (IHK Berlin)**  
(<https://www.ihk.de/berlin/pruefungen-lehrgaenge/unterrichtungen/gaststaettenunterrichtung-2265134>)
- **Gastronomic trade - register for the certificate of instruction (service)**  
(<https://service.berlin.de/dienstleistung/330174/en/>)
- **Gastronomic trade - apply for permit (service)**  
(<https://service.berlin.de/dienstleistung/327483/en/>)
- **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.ea.berlin.de/intelliform/forms/eu-dlr-ng/gewerbe/GastG-besondererAnlass/index>

## Notes on responsibility

The application for a permission must be submitted in sufficient time (at least 2 weeks in advance) to the public order office responsible for the event location.