

## Gastronomic trade - request permission for a special reason

If you wish to serve alcoholic drinks commercially on a temporary basis as part of a special event that is open to everyone or a certain group of people, you must apply for a permit in accordance with the Gastronomy Act.

The condition is always that there is a special event. This can be, for example:

- \* street festivals (e.g. folk festivals or funfairs).
  - \* christmas markets
  - \* sports events
  - \* company anniversaries
- or similar events.

Permission is granted under simplified conditions.

However, it is only valid provisionally and is limited in time for the duration and location of the event.

If, on the other hand, you wish to run a gastronomic business serving alcohol on a permanent basis, you generally need a permit for the gastronomic trade (see "More Information").

A permit is also required in Berlin if you are in possession of a itinerant trade permit.

Independently of the permit discussed here and depending on your offer, you may have to fulfil further registration and permit obligations, for example according to the trade regulations.

### Prerequisites

- 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 undergone training regarding relevant knowledge about food safety regulations is only required, if the catering activities are performed regularly and sustained on particular occasions.

### Documents required

- Application for a permit
- Identity document

Identity card or other official identification document containing a

photograph.

Residence permit, if the applicant is not an EU national

- If necessary, certificate of good conduct for submission to an authority  
To verify personal reliability, information from the Federal Central Register (certificate of good conduct) is required for submission to an authority (document type O).  
The information must be applied for at the municipality of residence (in Berlin at every citizens' office) for submission to an authority, i.e. it is sent directly to the public order office responsible for the place of business. The information must not be older than three months. The Federal Ministry of Justice also offers an online application procedure. (see "More information")

<https://service.berlin.de/dienstleistung/120926/>

- If necessary, information from the Central Trade Register for submission to an authority  
To verify personal reliability, information from the central business register for natural persons is required for submission to an authority (document type 9).  
As a private individual, the information must be applied for at the municipality of residence (in Berlin at every citizens' office) for submission to an authority, i.e. it is sent directly to the public order office responsible for the place of business.  
Legal entities with their place of business in Berlin apply for it at their competent public order office.  
The information must not be older than three months. The Federal Ministry of Justice also offers an online application procedure. (see "More information")

<https://service.berlin.de/dienstleistung/327835/>

- If necessary, training course for the gastronomic business according to § 4 GastG  
Certificate from a Chamber of Commerce and Industry (Industrie- und Handelskammer, or IHK) for participation in a training course for the gastronomic business or a similar qualification (to be confirmed by the IHK) is required if applications are submitted repeatedly.

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

- If necessary, current excerpt from the commercial register  
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.

[https://www.handelsregister.de/rp\\_web/welcome.do;jsessionid=2A22D37A1C112D6FB89E72AAA6F66A80-n1.tc032n01](https://www.handelsregister.de/rp_web/welcome.do;jsessionid=2A22D37A1C112D6FB89E72AAA6F66A80-n1.tc032n01)

## Forms

- Application for a permit  
[https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/\\_assets/mdb-f127281-wi523\\_gestattung\\_antrag.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/mdb-f127281-wi523_gestattung_antrag.pdf)

## Fees

EUR 55.10 to EUR 869.20 depending on effort

## Legal basis

- Gastronomy Act (Gaststättengesetz - GastG) § 12  
[https://www.gesetze-im-internet.de/gastg/\\_\\_12.html](https://www.gesetze-im-internet.de/gastg/__12.html)
- Gastronomy Act (Gaststättengesetz - GastG) § 4  
[https://www.gesetze-im-internet.de/gastg/\\_\\_4.html](https://www.gesetze-im-internet.de/gastg/__4.html)
- Berlin Gastronomic Business Regulation (Gaststättenverordnung Berlin - 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/perma?d=jlr-VwGebOBE2009V11Anlage>

## Average time to process request

approx. 2 weeks

## More information

- Berlin Gastronomat - questions and answers regarding the gastronomic business  
<https://www.ihk-berlin.de/service-und-beratung/recht-und-steuern/gewerberecht/berliner-gastromat-3538458>
- Information by IHK Berlin for starting a restaurant trade  
<https://www.ihk-berlin.de/service-und-beratung/existenzgruendung/informationsangebote/brancheninformation/gastronomie-mit-alkohol-2279262>
- Information by IHK Berlin regarding the handling of food products  
<https://www.ihk-berlin.de/service-und-beratung/recht-und-steuern/gewerberecht/lebensmittelrecht-und-produktkennzeichnung/lebensmittelhygieneverordnung-2265336>
- Apply for certificate of good conduct and central business register online - BfJ  
[https://www.bundesjustizamt.de/DE/Themen/Buergerdienste/Buergerdienste\\_node.html](https://www.bundesjustizamt.de/DE/Themen/Buergerdienste/Buergerdienste_node.html)
- Information by Chamber of Industry and Commerce Berlin regarding the training course for the restaurant trade  
[https://www.ihk-berlin.de/pruefungen\\_lehrgaenge/unterrichtungen/gaststaetternununterrichtung/2265134](https://www.ihk-berlin.de/pruefungen_lehrgaenge/unterrichtungen/gaststaetternununterrichtung/2265134)
- Gastronomic trade - register for the certificate of instruction  
<https://service.berlin.de/dienstleistung/330174/en/>
- Gastronomic trade - apply for permit  
<https://service.berlin.de/dienstleistung/327483/en/>
- Information about privacy

[https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-gewerbe/\\_assets/merkblatt-dsgv.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-gewerbe/_assets/merkblatt-dsgv.pdf)

## Responsible authority

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

## Information on this location

### Ordnungsamt

#### Address

Tempelhofer Damm 165  
12099 Berlin

#### Current information on this location

Um die weitere Ausbreitung des COVID-19-Virus so weit wie möglich zu verzögern, findet im Gewerbeamt keine Sprechstunde statt!

Sie können online Ihr Gewerbe anmelden, ummelden oder abmelden.

Ansonsten sind wir auch postalisch oder telefonisch während der Sprechzeiten zu erreichen.

Wir bitten um Ihr Verständnis  
BA Tempelhof-Schöneberg  
Ordnungsamt - FB Gewerbe-10820 Berlin

Um die weitere Ausbreitung des COVID-19-Virus so weit wie möglich zu verzögern, findet in der Zentralen Anlauf- und Beratungsstelle keine Sprechstunde statt!

Wir sind postalisch, per E-Mail oder telefonisch während der Sprechzeiten zu erreichen.

Wir bitten um Ihr Verständnis.

#### Barrier-free access

This facility is wheelchair accessible.  
Handicapped parking space available.  
An elevator fully accessible to wheelchairs is available.

A wheelchair-accessible WC is available.

Barrierefreier Zugang über den hinteren Bereich des Rathauses oder über den Eingang des Bürgeramtes.

## Changes in opening hours

\*Öffnungszeiten der zentralen Anlauf- und Beratungsstelle:\*

Montag und Dienstag 10:00 Uhr bis 12:00 Uhr

Donnerstag 15:00 Uhr bis 17:30 Uhr

\*Öffnungszeiten des Fachbereichs Veterinär- und Lebensmittelaufsicht:\*

Amtstierärztliche Sprechzeiten nach telefonischer oder mailanfrage zu einer Terminvergabe

\*Öffnungszeiten des Gewerbebereichs:\*

Montag und Dienstag 09:00 Uhr bis 12:00 Uhr

Donnerstag 14:00 Uhr bis 18:00 Uhr

Letzte Wartenummernvergabe 15 Minuten vor Ende der Sprechzeit.

## Public transportation

U-Bahn U6 Kaiserin-Augusta-Str.; Alt-Tempelhof

Bus 184 Rathaus Tempelhof; U Kaiserin-Augusta-Str.

## Contact

Telephone: (030) 90277-3460

Fax: (030) 90277-3464

Internet:

<https://www.berlin.de/ba-tempelhof-schoeneberg/politik-und-verwaltung/aemter/ordnungsamt/>

E-mail: [ordnungsamt@ba-ts.berlin.de](mailto:ordnungsamt@ba-ts.berlin.de)

## Payment methods

Payment only by debit card (Girocard) (with PIN) at this location.

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