

Restaurant Trade - permission for a special occasion

If you intend to commercially serve alcoholic beverages for a limited time as part of a special event that is open to the public or to a particular group of people, you will require permission according to the Restaurant Code (permit).

It will only be granted if there is a special occasion, such as:

- * public festivals
- * christmas markets
- * sporting events
- * company anniversaries

A permit is granted subject to eased conditions

It is only valid temporarily and limited to the duration and the location of the event.

Holders of itinerant trade cards also require permission in Berlin.

Prerequisites

- Personal reliability

This will be verified only in cases in which the competent authority has no information regarding the applicant's personal circumstances. In this case the applicant must submit an excerpt from the Federal Central Criminal Register (certificate of good conduct) and an excerpt from the Commercial Central Register.

- Expertise

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

- ID-Card of the German national

Identity card or other official identification including a photograph.
Residence permit, if the applicant is not an EU national.

- Up to date excerpt from the Trade 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

- In certain cases training course for the restaurant trade pursuant to § 4 of the Restaurant Code (GastG)

Certificate from a CCI for participation in a training course for the restaurant trade or a similar qualification (to be confirmed by the CCI) is required if applications are submitted repeatedly.

<https://www.ihk-berlin.de/blob/bihk24/produktmarken/branchen/Tourismus/downloads/2272092/cbb5bfe1488f7c3652decc3a5be5889f/MerkblattGaststaettenunterrichtung-data.pdf>

- In certain cases certificate of good conduct

Only required if the responsible authority does not have proof of reliability. Certificate of good conduct from the German Federal Central Criminal Register for presentation to an authority (certificate type 0). The certificate must be applied for in the municipality of residence (in the case of Berlin at any Citizens' Office) for presentation to an authority. This means that it will be sent directly to the competent Public Order Office for the place the event is held. The certificates must be no older than three months. They can also be applied [<https://www.fuehrungszeugnis.bund.de/>] for with the Federal Office of Justice.

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

- In certain cases excerpt from the Commercial Central Register, regarding a natural entity

Only required if the responsible authority does not have proof of reliability. Statement from the Commercial Central Register for natural entities, for presentation to an authority (certificate type 9). The certificate must be applied for in the municipality of residence (in the case of Berlin at any Citizens' Office) for presentation to an authority. This means that it will be sent directly to the competent Public Order Office for the place the event is held. The certificates must be no older than three months. They can also be applied [<https://www.fuehrungszeugnis.bund.de/>] for with the Federal Office of Justice.

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

- In certain cases excerpt from the Commercial Central Register, regarding a legal entity

Only required if the responsible authority does not have proof of reliability. Statement from the Commercial Central Register for legal entities, for presentation to an authority (certificate type 9). The statement must be applied for with the competent Public Order Office for the place the event is held. They can also be applied [<https://www.fuehrungszeugnis.bund.de/>] for with the Federal Office of Justice.

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

- Application for a permit

https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/mdb-f127281-wi523_gestattung_antrag.pdf

Forms

- Application for a permit

https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/mdb-f127281-wi523_gestattung_antrag.pdf

Fees

- EUR 55.10 minimum charge

The specific amount depends on the administrative effort involved in each case.

Legal basis

- Restaurant Code § 12 (permit)
http://www.gesetze-im-internet.de/gastg/__12.html
- Berlin Restaurant Trade Regulation (GastV)
[http://gesetze.berlin.de/jportal/?quelle=jlink&query=GastV+BE&p
sml=bsbeprod.psml&max=true&aiz=true](http://gesetze.berlin.de/jportal/?quelle=jlink&query=GastV+BE&p
sml=bsbeprod.psml&max=true&aiz=true)

Average time to process request

2 weeks

More information

- Information by CCI Berlin for starting a restaurant business
[https://www.ihk-berlin.de/service-und-beratung/existenzgruendung/informatio
nsangebote/brancheninformatio/gastronomie-mit-alkohol-2279262](https://www.ihk-berlin.de/service-und-beratung/existenzgruendung/informatio
nsangebote/brancheninformatio/gastronomie-mit-alkohol-2279262)
- Information by CCI Berlin regarding the handling of food products
[https://www.ihk-berlin.de/service-und-beratung/recht-und-steuern/gewerbere
cht/lebensmittelrecht-und-produktkennzeichnung/lebensmittelhygieneverordn
ung-2265336](https://www.ihk-berlin.de/service-und-beratung/recht-und-steuern/gewerbere
cht/lebensmittelrecht-und-produktkennzeichnung/lebensmittelhygieneverordn
ung-2265336)
- Berlin Gastromat - questions and answers regarding the restaurant
trade
[https://www.ihk-berlin.de/service-und-beratung/recht-und-steuern/gewerbere
cht/berliner-gastromat-3538458](https://www.ihk-berlin.de/service-und-beratung/recht-und-steuern/gewerbere
cht/berliner-gastromat-3538458)
- Information about privacy
[https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende
s-gewerbe/_assets/merkblatt-dsgv.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende
s-gewerbe/_assets/merkblatt-dsgv.pdf)

Responsible authority

The application for approval must be submitted to the Public Order Office that is responsible for the place the event is held.

The application must be submitted at least 2 weeks prior to the event.

Information on this location

**Ordnungsamt Neukölln - Zentrale Anlauf -
und Beratungsstelle**

Address

Juliusstraße 67
12051 Berlin

Current information on this location

Wichtig: Die Beantragung einer Gewerbezentralregister-Auskunft gilt ausschließlich für juristische Personen. Privatpersonen wenden sich bitte an das Bürgeramt.

Barrier-free access

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

Zugang für Rollstuhlfahrer am Haupteingang

Opening hours

Monday: 09.00-13.00 Uhr und nach Terminvereinbarung

Tuesday: 09.00-13.00 Uhr und nach Terminvereinbarung

Wednesday: nach Terminvereinbarung

Thursday: 15.00-18.00 Uhr und nach Terminvereinbarung

Friday: nach Terminvereinbarung

Information for customers with an appointment

Wichtig: Die Beantragung einer Gewerbezentralregister-Auskunft gilt ausschließlich für juristische Personen. Privatpersonen wenden sich bitte an das Bürgeramt.

Public transportation

S-Bahn Neukölln: S41, S42

U-Bahn Grenzallee: U7

Bus M171

Contact

Telephone: (030) 90239-6699

Fax: (030) 90239-4988

Internet:

<http://www.berlin.de/ba-neukoelln/politik-und-verwaltung/aemter/ordnungsamt/>

E-mail: ordnungsamt@bezirksamt-neukoelln.de

Payment methods

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

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