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# Gastronomy trade – apply for provisional permit

Anyone who wishes to take over a gastronomic business requiring a **permit** from another operator may be permitted to operate the gastronomic business on a provisional and revocable basis until the final gastronomy permit is issued.

You operate a gastronomic business if, in a standing trade, you

1. serve drinks for consumption on the spot (pub management) or
2. serve prepared food for consumption on the premises (catering),

if the establishment is accessible to everyone or to certain groups of persons.

**Permission is required** for the gastronomic business **only if alcoholic beverages are served**. If only non-alcoholic beverages and/or prepared meals are served, the restaurant business does not require a permit and you do not need a temporary restaurant permit.

The provisional gastronomy permit should not be issued for a period longer than three months. The period can be extended if there is an important reason.

## Prerequisites

- **Takeover of a gastronomic business requiring a licence**  
You take over an already existing gastronomy spatially from the predecessor.
- **Gastronomy not closed for more than 1 year**  
The gastronomy had not been closed for more than a year.

## Documents required

- **Application for a provisional permit**  
Online processing possible; or you can use the form.
- **Identity document**  
Identity card or other official identification document with photo (not required for electronic application).  
Residence permit if the applicant is not a national of an EU country.
- **Ground plan**  
Floor plan of the premises intended for operation of the restaurant and staff areas (ideally on a 1:100 scale).
- **Purchase, rental or lease agreement**  
Proof of actual disposal of the premises.
- **Trade registration (Gewerbeanmeldung)**  
(<https://service.berlin.de/dienstleistung/121921/en/>)  
When taking over the gastronomic business, a business registration must be filed for the successor or successors.
- **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.

## Forms

- **Application for a provisional permit**  
([https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehend-es-gewerbe/\\_assets/mdb-f127280-wi500\\_gaststaettenantrag.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehend-es-gewerbe/_assets/mdb-f127280-wi500_gaststaettenantrag.pdf))

## Fees

EUR 16.87 to EUR 187.50 depending on effort

## Legal basis

- **Restaurant Act (Gaststättengesetz - GastG) - § 11**  
([https://www.gesetze-im-internet.de/gastg/\\_11.html](https://www.gesetze-im-internet.de/gastg/_11.html))
- **Berlin Gastronomic Business Regulation (Gaststättenverordnung Berlin - GastV)**  
(<https://gesetze.berlin.de/jportal/?quelle=jlink&query=GastV+BE&psml=bsbeprod.psml&max=true&aiz=true>)
- **Schedule of Administrative Fees (Verwaltungsgebührenordnung or VGebO)**  
(<https://gesetze.berlin.de/jportal/?quelle=jlink&query=VwGebO+BE&psml=bsbeprod.psml&max=true&aiz=true>)

## Average time to process request

approx. 1 - 2 weeks

## More information

- **Berlin Gastromat - questions and answers regarding the gastronomic business**  
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerber-echt/berliner-gastromat-3538458>)
- **Information by the Berlin Chamber of Industry and Commerce (IHK) on gastronomic business serving alcohol**  
(<https://www.ihk.de/berlin/service-und-beratung/existenzgruendung/informationsangebote/brancheninformation/gastronomie-mit-alkohol-2279262>)
- **Information by IHK Berlin regarding the handling of food products**  
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerber-echt/lebensmittelrecht-und-produktkennzeichnung/lebensmittelhygieneverordnung-2265336>)
- **Gastronomic trade - apply for permit**  
(<https://service.berlin.de/dienstleistung/327483/en/>)
- **Business Registration**  
(<https://service.berlin.de/dienstleistung/121921/en/>)
- **Information about privacy**  
([https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehend-es-gewerbe/\\_assets/merkblatt-dsgv.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehend-es-gewerbe/_assets/merkblatt-dsgv.pdf))

## Link to online processing

<https://www.berlin.de/ea/en/application/login-service-account-berlin/>

## **Responsible authority**

The application for a provisional gastronomy permit must be submitted to the public order office in whose district your business premises are located.

Only 1 application must be submitted for the provisional and the final gastronomy permit. During the examination of the licensing requirements in the preliminary procedure, the gastronomy can already be operated. If you intend to change the type of operation or premises of the existing gastronomy, the gastronomy may only be operated to the extent of the previous permit during the period of the provisional gastronomy permit.

## Information on this location

# Ordnungsamt

## Address

Tempelhofer Damm 165  
12099 Berlin

## 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)

## Barrier-free access

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



[Explanation of symbols](#)

## 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.

## Payment options

At the location, payment can only be made with girocard (with PIN) (formerly EC card). (no cash payment)