

Ordnungsamt Steglitz-Zehlendorf	2
Address	2
Mailing address	2
Contact	2
Barrier-free access	2
Opening hours	2
Changes in opening hours	2
Transportation links	2
Additional information	3
Payment options	3
Exhibition of persons - renew permission	4
Prerequisites	4
Documents required	4
Fees	5
Legal basis	5
More information	5
Notes on responsibility	5

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

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 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 pflichtwidrigen 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

Exhibition of persons - renew permission

The extension of a permit for the exhibition of persons (e.g. table dance or striptease event), is possible upon application to the competent authority, if the permit was granted with a time limit, the operation was not started within one year after the granting of the permit or was not exercised during one year.

Prerequisites

- **Temporary permit for the exhibition of persons**
(<https://service.berlin.de/dienstleistung/327970/>)
The extension is possible only if there is already a temporary personal permit for the business premises.
- **Personal reliability**
Reliability is checked on the basis of various forms of evidence. For this purpose, the applicant must provide information from the Federal Central Register (certificate of good conduct) for submission to an authority and information from the Central Trade Register for submission to an authority.
- **Suitability of rooms and location**
The premises used for the event must be suitable for the intended type and extent of use.

Documents required

- **Application for renewal of the permit for the exhibition of persons**
Possible informally in writing or electronically (for example, by e-mail).
Details of the person submitting the application and the event location must be included.
- **Identity document**
Identity card or other official identification document with photo.
Residence permit if the applicant is not a national of an EU country.
- **Temporary personal permit for the exhibition of persons**
The temporary personal permit for the exhibition of persons, from which the time limit as well as the reason for the time limit is evident, must be available.
- **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 necessary, current extract from the commercial register**
(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.

- **If necessary, ground plan drawing**

Floor plans of the entire event premises including service space (ideally on a 1:100 scale)

- **If necessary, authorization of use under building law**

Planning permit for the premises for use as an event location.

Fees

EUR 50.00 to EUR 500.00 depending on effort

Legal basis

- **Gewerbeordnung (GewO) § 33a - Schaustellungen von Personen**

(https://www.gesetze-im-internet.de/gewo/__33a.html)

- **Gewerbeordnung (GewO) § 49 Abs. 3 - Erlöschen von Erlaubnissen**

(https://www.gesetze-im-internet.de/gewo/__49.html)

- **Schedule of Administrative Fees (Verwaltungsgebührenordnung or VGebO)**

(<https://gesetze.berlin.de/bsbe/?aiz=1&docId=jlr-VwGebOBE2009rahmen&query=JURISLINK%3A%22VwGebO+BE%22>)

More information

- **Information on data protection (Ordnungsämter des Landes Berlin)**

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

- **Schaustellung von Personen - Erlaubnis beantragen (Dienstleistung)**

(<https://service.berlin.de/dienstleistung/327970/>)

Notes on responsibility

The renewal of the permit must be submitted to the regulatory office responsible for the venue (also original permit authority).