

<b>Ordnungsamt Treptow-Köpenick / Gewerbeangelegenheiten</b> .....	2
<b>Address</b> .....	2
<b>Contact</b> .....	2
<b>Barrier-free access</b> .....	2
<b>Opening hours</b> .....	2
<b>Changes in opening hours</b> .....	2
<b>Transportation links</b> .....	2
<b>Payment options</b> .....	3
<b>Itinerant trade - extend itinerant trade card</b> .....	4
<b>Prerequisites</b> .....	4
<b>Documents required</b> .....	4
<b>Forms</b> .....	5
<b>Fees</b> .....	5
<b>Legal basis</b> .....	5
<b>Average time to process request</b> .....	5
<b>More information</b> .....	6
<b>Average time to process request</b> .....	6
<b>Notes on responsibility</b> .....	6

# Ordnungsamt Treptow-Köpenick / Gewerbeangelegenheiten

Bezirksamt Treptow-Köpenick

## Address

Salvador-Allende-Str. 80 A  
12559 Berlin

## Contact

Telephone: (030) 90297-4629  
Fax: (030) 90297-664621  
E-mail: [ordnungsamt@ba-tk.berlin.de](mailto:ordnungsamt@ba-tk.berlin.de)

## Barrier-free access



Zugang für Rollstuhlfahrer hinter dem Haus

[Explanation of symbols \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

## Opening hours

Monday: 09:00-15:00 Uhr (nur nach vorheriger Terminvereinbarung)  
Tuesday: 09:00-15:00 Uhr (nur nach vorheriger Terminvereinbarung)  
Wednesday: keine Sprechzeit  
Thursday: 10:00-18:00 Uhr (nur nach vorheriger Terminvereinbarung)  
Friday: 09:00-14:00 (nur nach vorheriger Terminvereinbarung)

## Changes in opening hours

Für eine persönliche Vorsprache im Ordnungsamt ist unbedingt eine telefonische Terminvereinbarung nötig!

Weitere Informationen finden Sie unter:

<https://www.berlin.de/ba-treptow-koepenick/politik-und-verwaltung/aemter/ordnungsamt/artikel.86065.php>

## Transportation links

### Bus

- 0.2km [Salvador-Allende-Brücke](#)  
269, N65, 169, N64
- 0.3km [Neuer Weg](#)  
N65, 169, 269, N64
- 0.4km [Berlin, Hirschgartendreieck](#)  
N65
- 0.4km [S.-Allende-Str./Wendenschloßstr.](#)

165, 269, N65, X69, 169

0.5km [Bellevuestr.](#)

N65

 **Tram**

0.4km [Berlin, Hirschgartendreieck](#)

60, 61

0.5km [Bellevuestr.](#)

60, 61

## Payment options

Girocard (mit PIN)

# Itinerant trade - extend itinerant trade card

If you offer for sale or sell goods commercially outside a commercial establishment or without having a commercial establishment without a prior order:

- offer goods for sale; or
- seek out (distribute) or purchase orders,
- offer services, or
- solicit orders for services,

then you are carrying on a travelling trade and need a permit for this, the itinerant trade card (see "More information").

If you change or expand the activities listed on your itinerant trade card, you can submit an application to the competent authority.

## Prerequisites

- **Personal reliability**  
They must have the required reliability. Reliability is checked on the basis of various proofs.
- **Itinerant Trade Card**  
(<https://service.berlin.de/dienstleistung/121916/en/>)  
You must already be in possession of a valid itinerant trade card.

## Documents required

- **Application for amendment or extension of the itinerant trade card**  
Stellen Sie den Antrag online oder Sie stellen einen formlosen, schriftlichen Antrag beim zuständigen Ordnungsamt oder nutzen Sie das Antragsformular.
- **Identity documents**  
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.
- **Itinerant Trade Card**  
(<https://service.berlin.de/dienstleistung/121916/en/>)  
Permission to operate an itinerant trade
- **Certificate of good conduct for presentation to an authority**  
(<https://service.berlin.de/dienstleistung/120926/>)  
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 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](https://www.handelsregister.de/rp_web/welcome.xhtml))  
Registered companies please submit a current excerpt from the commercial register.

Legal entities in the process of formation (GmbH, AG, UG) submit the notarised partnership agreement or articles of association as well as the declaration(s) of consent of all shareholders.

- **If applicable, certificate of instruction in accordance with the Infection Protection Act**

(<https://service.berlin.de/dienstleistung/324295/>)

only required for the manufacture, treatment or placing on the market of foodstuffs within the meaning of §§ 42, 43 of the Infection Protection Act.

- **Professional liability insurance, if applicable**

([https://www.gesetze-im-internet.de/schauhv/\\_1.html](https://www.gesetze-im-internet.de/schauhv/_1.html))

Only required for showmen or activities in the travelling trade that are subject to insurance according to the showmen's type. Confirmation from an insurance company of the existence of professional liability insurance.

The confirmation must not be older than three months.

## Forms

- **Application for extension of a Itinerant trade card**

([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberech/ assets/mdb-f122697-wi300\\_rgk\\_antrag\\_03\\_2014.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberech/ assets/mdb-f122697-wi300_rgk_antrag_03_2014.pdf))

- **Declaration(s) of consent of all shareholders**

([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberech/ assets/winr-114\\_anzeige\\_gewerbe\\_zustimmungserklaerung\\_gesellschafter.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberech/ assets/winr-114_anzeige_gewerbe_zustimmungserklaerung_gesellschafter.pdf))

## Fees

EUR 20.00 - 500.00 per effort

## Legal basis

- **Trade, Commerce and Industry Regulation Act (Gewerbeordnung - GewO) § 55 para. 3**

([https://www.gesetze-im-internet.de/gewo/\\_55.html](https://www.gesetze-im-internet.de/gewo/_55.html))

- **Showmen's Liability Regulation (Schaustellerhaftpflichtverordnung - SchauHV)**

(<https://www.gesetze-im-internet.de/schauhv/>)

- **Infection Protection Act (Infektionsschutzgesetz - IfSG) § 42**

([https://www.gesetze-im-internet.de/ifsg/\\_42.html](https://www.gesetze-im-internet.de/ifsg/_42.html))

- **Infection Protection Act (Infektionsschutzgesetz - IfSG) § 43**

([https://www.gesetze-im-internet.de/ifsg/\\_43.html](https://www.gesetze-im-internet.de/ifsg/_43.html))

- **Berlin Code of Administrative Charges (Verwaltungsgebührenordnung - VGebO)**

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

## Average time to process request

About 2 weeks

## More information

- **Informationen to itinerant trade card (IHK Berlin)**  
([https://www.ihk.de/berlin/Service-und-Beratung/recht\\_und\\_steuern/gewerberecht/reisegewerbekarte/4321806](https://www.ihk.de/berlin/Service-und-Beratung/recht_und_steuern/gewerberecht/reisegewerbekarte/4321806))
- **Informationen to Infection Protection Act (IHK Berlin)**  
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerberecht/ifsg-2253518>)
- **Note on data protection (public order offices of the state 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/Reisegewerbekarte/index?AnliegenID=350372>

## Notes on responsibility

The application for the extension of a itinerant trade card, a duplicate or a certified copy for employees must be submitted to the public order office responsible for the applicant's place of residence.