

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
Itinerant trade - extend itinerant trade card	4
Prerequisites	4
Documents required	4
Forms	5
Fees	5
Legal basis	5
Average time to process request	5
More information	5
Average time to process request	6
Notes on responsibility	6

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

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 have a temporary itinerant trade card and its validity is about to expire, you can renew it at the competent authority.

Prerequisites

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

Documents required

- **Application for 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.
- **Temporary itinerant trade card**
(<https://service.berlin.de/dienstleistung/121916/en/>)
You already need a temporary permit to operate a travelling trade.
- **Certificate of good conduct for presentation to an authority**
(<https://service.berlin.de/dienstleistung/120926/>)
To check personal reliability, information from the Federal Central Criminal 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/normalesuche.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 the shareholders.

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

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

The certificate is only required for the production, treatment or placing on the market of food within the meaning of §§ 42, 43 of the Infection Protection Act.

- **Professional liability insurance, if applicable**

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 the itinerant trade card**

(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/_assets/mdb-f122697-wi300_rgk_antrag_03_2014.pdf)

Fees

EUR 20.00 to 500.00 per effort

Legal basis

- **Trade, Commerce and Industry Regulation Act (Gewerbeordnung - GewO) § 55 para. 2 sentence 3**

(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)**

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

- **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)

- **Informationen to Infection Protection Act (IHK Berlin)**

(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerber>

[echt/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)

Average time to process request

<https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/gewerbe/Reisegewerbekarte/index?AnliegenID=350405>

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.