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Ordnungsamt

Bezirksamt Tempelhof-Schöneberg

Address

Tempelhofer Damm 165
12099 Berlin

Contact

Telephone: (030) 90277-4889

Fax: (030) 90277-3464

Internet:

<https://www.berlin.de/ba-tempelhof-schoeneberg/politik-und-verwaltung/aemter/ordnungsamt/>

E-mail: 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 \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

Opening hours

Changes in opening hours

**Öffnungszeiten der zentralen Anlauf- und Beratungsstelle nach
Voranmeldung unter der Rufnummer (030) 90277 3460:**

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:

Nach vorheriger Termin-Vereinbarung postalisch, telefonisch unter der Rufnummer (030) 90277 4888 oder per E-Mail unter gewerbe@ba-ts.berlin.de.

Transportation links

S-Bahn

0.9km [S+U Tempelhof](#)

S46, S42, S47

U-Bahn

- 0.3km [U Alt-Tempelhof](#)
U6
- 0.3km [U Kaiserin-Augusta-Str.](#)
U6
- 0.8km [S+U Tempelhof](#)
U6
- 1km [U Ullsteinstr.](#)
U6
- 1.7km [U Paradedstr.](#)
U6
- 1.8km [U Westphalweg](#)
U6

Bus

- 0.1km [Rathaus Tempelhof](#)
184, N6
- 0.2km [U Kaiserin-Augusta-Str.](#)
184, N6
- 0.3km [U Alt-Tempelhof](#)
246, M46, N7X, N84, 140, 184, N6
- 0.6km [Berlinickeplatz](#)
246, N84, 140, M46, N7X
- 0.7km [Albrechtstr./Manteuffelstr.](#)
184, 246, N84
- 0.7km [U Tempelhof/Ringbahnstr.](#)
140, 184, N6, N84
- 0.7km [Wenckebachstr.](#)
170
- 0.7km [Berlin, Colditzstr.](#)
170
- 0.7km [U Ullsteinstr./Ordensmeisterstr.](#)
N6, 170
- 0.8km [Felixstr.](#)
246, M46, N7X

Train

- 2km [S Südkreuz Bhf](#)
FEX, RB10, RE8, RE20, RE3, RE5, RE4, RE85

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.