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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

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, S3H
- 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)

Activities exempt from the itinerant trade licence - application for exemption on special occasions

A itinerant trade licence is not required for anyone who offers goods for sale occasionally at trade fairs, exhibitions, public festivals or on special occasions with the permission of the competent authority.

This includes, for example

- the sale of Christmas trees or
- the sale of flowers and wreaths for Remembrance Sunday
- Events that are not regulated by the GewO.

Prerequisites

- **No prerequisites necessary.**
- **For online applications: registration/login via BundID**

Documents required

- **Activities exempt from the itinerant trade licence - application for exemption on special occasions**
Online 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.

Forms

- **Activities exempt from the itinerant trade licence - application for exemption on special occasions**
(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/_assets/winr-310-gewo-rg-rgk-freie-taetigkeiten-antrag-0323.pdf)

Fees

20.00 EUR (standard case)

Legal basis

- **§ 55a para. 1 No. 1 Trade regulations (Gewerbeordnung - GewO)**
(https://www.gesetze-im-internet.de/gewo/_55a.html)

More information

- **Information on the itinerant trade (CCI Berlin)**
(https://www.ihk.de/berlin/Service-und-Beratung/recht_und_steuern/gewerberecht/reisegewerbekarte/4321806)

- **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)
- **Notify activities that do not require an itinerant trade card (service)**
(<https://service.berlin.de/dienstleistung/126432/en/>)
- **Itinerant trade - apply for a licence (service)**
(<https://service.berlin.de/dienstleistung/121916/en/>)

Average time to process request

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

Notes on responsibility

The application must be submitted to the Public Order Office that is responsible for the place the event takes place or in which the goods are to be sold.