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# 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](mailto: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](mailto: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-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

# Trade - organising trade fairs, exhibitions and markets

If you, as a commercial supplier, wish to organise a trade fair, an exhibition, a wholesale market, a weekly market, a special and funfair or a folk festival, you can apply for the event in question to be scheduled. This authorisation entails a number of benefits (market privileges), for example:

- Exemption from trade law regulations for standing trades (e.g. trade licence)
- Exemption from trade law regulations on travelling trade (e.g. travelling trade licence requirement)
- Exemption from restrictions of the Berlin Shop Opening Act (the opening hours stipulated in the notice of determination take its place)

A **trade fair** is a temporary, generally regularly recurring event at which a large number of exhibitors display the main products of one or more sectors of the economy and sell them predominantly by sample to commercial resellers, commercial consumers or bulk buyers. The organiser may, to a limited extent, allow end consumers to make purchases on individual days during certain opening hours.

An **exhibition** is a temporary event at which a large number of exhibitors display and sell a representative range of products from one or more economic sectors or economic areas or provide information about these products for the purpose of promoting sales.

A **wholesale market** is an event at which a large number of suppliers sell certain goods or goods of all kinds mainly to commercial resellers, commercial consumers or bulk buyers.

A **weekly market** is a regularly recurring, time-limited event at which a large number of vendors offer one or more of the following types of goods for sale:

- Food, generally excluding alcoholic beverages. However, alcoholic beverages are permitted if they are made from home-grown products from viticulture, agriculture or fruit and horticulture.
- Products from fruit growing and horticulture, agriculture, forestry and fishing.
- raw natural products with the exception of larger livestock.

In addition, other everyday goods (e.g. household goods) may be authorised; further details are regulated by the respective market regulations.

A **speciality market** is generally a regularly recurring, time-limited event at which a large number of vendors offer certain goods for sale.

A **fair** is generally a regularly recurring, time-limited event at which a large number of vendors offer goods of all kinds for sale.

Activities in the sense of folk festivals can also be carried out at a speciality market or funfair.

A **folk festival** is generally a regularly recurring, time-limited event at which a large number of vendors perform entertaining activities in the travelling trade and offer goods for sale that are usually offered at events of this kind.

### **Procedure flow:**

1. submit an application for the authorisation of an event. You can do this informally in writing to the responsible public order office.

- You do not need a licence to hold private markets (e.g. flea markets). A private market is then subject to the regulations for the standing trade or the travelling trade.

2. you will receive a notice of determination with details of the type and scope of the authorisation.

- The determination of a **weekly market, a funfair or a special market** obliges you to organise the event.
- If you do not or no longer organise a designated **fair, exhibition or wholesale market**, you must notify the competent authority immediately.

### **Prerequisites**

- **Commercial supplier**

You would like to have the event registered as a commercial vendor. You do not need a licence for private markets (e.g. flea markets). A private market is then subject to the regulations for the standing trade or the travelling trade

- **Personal reliability**

They must have the required reliability. Reliability is checked on the basis of various proofs.

- **Compliance with the criteria of the trade regulations**

The above-mentioned formal criteria of the trade regulations must be met for the event to be authorised.

- **Suitability of the event location**

The venue must be suitable for the event in question, e.g. speciality and funfairs may not be held wholly or partly in shops.

### **Documents required**

- **Application to schedule an event**

You can do this informally in writing to the responsible public order office.

- **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.

- **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.

- **Purchasing or rental contract**

To prove that you have the actual power of disposal over the event rooms/areas.

- **Ground plan**

Floor plans of the rooms/areas intended for the event (if possible on a scale of 1:100).

- **Event concept**

The concept should include measures to ensure the protection of event participants from danger to life or health, as well as measures to prevent other significant disruptions to public safety or order.

- **Liability insurance**

Copy of a valid liability insurance of the organiser.

- **For registered companies and legal entities in the process of being established: Current excerpt from the commercial register or partnership agreement**

([https://www.handelsregister.de/rp\\_web/normalesuche/welcome.xhtml](https://www.handelsregister.de/rp_web/normalesuche/welcome.xhtml))

Registered companies are required to submit an up to date excerpt from the Trade Register.

Legal entities that are in the process of being established (GmbH, AG, UG) are required to submit a notarised copy of their partnership agreement or statutes as well as statements of approval by their associates.

- **Conditions of participation and market regulations**

Conditions of participation or market regulations governing the admission and participation of vendors for the respective event.

## **Forms**

- **Application to schedule an event**

([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberec ht/\\_assets/antrag\\_marktfestsetzung.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberec ht/_assets/antrag_marktfestsetzung.pdf))

## **Fees**

50.00 to 2,000.00 euros (depending on expenditure)

12.50 to 500.00 euros: Amendment or revocation of the determination (depending on the initial fee)

## **Legal basis**

- **Trade regulations (GewO) § 69 determination**

([https://www.gesetze-im-internet.de/gewo/\\_69.html](https://www.gesetze-im-internet.de/gewo/_69.html))

- **Trade Regulations (GewO) § 64 - Trade fairs**

([https://www.gesetze-im-internet.de/gewo/\\_64.html](https://www.gesetze-im-internet.de/gewo/_64.html))

- **Trade Regulations (GewO) § 65 - Exhibition**

([https://www.gesetze-im-internet.de/gewo/\\_65.html](https://www.gesetze-im-internet.de/gewo/_65.html))

- **Trade regulations (GewO) § 66 - Wholesale market**

([https://www.gesetze-im-internet.de/gewo/\\_66.html](https://www.gesetze-im-internet.de/gewo/_66.html))

- **Trade Regulations (GewO) § 67 - Weekly market**  
([https://www.gesetze-im-internet.de/gewo/\\_67.html](https://www.gesetze-im-internet.de/gewo/_67.html))
- **Trade Regulations (GewO) § 68 - Speciality and funfair**  
([https://www.gesetze-im-internet.de/gewo/\\_68.html](https://www.gesetze-im-internet.de/gewo/_68.html))
- **Trade Regulations (GewO) § 60b - public festival**  
([https://www.gesetze-im-internet.de/gewo/\\_60b.html](https://www.gesetze-im-internet.de/gewo/_60b.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

approx. 2-6 weeks

## More information

- **Reisegewerbe - Reisegewerbekarte beantragen (Dienstleistung)**  
(<https://service.berlin.de/dienstleistung/121916/en/>)
- **Special road use - Flying street trading from sales vehicles (Service)**  
(<https://service.berlin.de/dienstleistung/326876/>)
- **Gastronomic trade - request permission for a special reason (Service)**  
(<https://service.berlin.de/dienstleistung/327491/>)
- **Informationen zu Märkten und Straßenfeste (IHK Berlin)**  
(<https://www.ihk.de/berlin/produktmarken/branchen/handel/brancheninformativen/verkaufsveranstaltungen/maerkte-und-strassenfeste-index-2279986>)
- **Informationen zu Veranstaltungssicherheit (Berliner Feuerwehr)**  
(<https://www.berliner-feuerwehr.de/ihre-sicherheit/veranstaltungssicherheit/>)
- **Barrierefreies Bauen (Senatsverwaltung für Stadtentwicklung, Bauen und Wohnen)**  
(<https://www.berlin.de/sen/bauen/baurecht-und-bauplanung/barrierefreies-bauen/>)
- **Servicesite: Events, trade fairs, markets, marketing (Service Portal Berlin)**  
(<https://service.berlin.de/veranstaltungen-messenmaerktemarketing/>)
- **Overview of markets in Berlin (The Official Website of Berlin)**  
(<https://www.berlin.de/special/shopping/maerkte/>)
- **Verzeichnis der Berliner Wochen- und Trödelmärkte (Senatsverwaltung für Wirtschaft, Energie und Betriebe)**  
(<https://www.berlin.de/sen/web/service/maerkte-feste/wochen-troedelmaerkte/index.php/rubric/betreiber>)
- **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))

## Notes on responsibility

You can only apply to the public order office responsible for the event location to have an event organised.