

Ordnungsamt Spandau - Gewerbeservice	2
Address	2
Contact	2
Barrier-free access	2
Opening hours	2
Changes in opening hours	2
Verkehrsanbindungen	2
Payment options	3
Gastronomic trade - request permission for a special reason	4
Prerequisites	4
Documents required	4
Forms	5
Fees	5
Legal basis	5
Average time to process request	5
More information	6
Hinweise zur Zuständigkeit	6

Ordnungsamt Spandau - Gewerbeservice

Bezirksamt Spandau

Address

Galenstraße 14
13597 Berlin

Contact

Telephone: (030) 90279-2277

Fax: (030) 90279-3957

Internet: https://www.berlin.de/ba-spandau/verwaltung/abt/pwo/ord_zab.html

E-mail: gewerbe@ba-spandau.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: Gewerbeservice
(nur nach vorheriger Terminvereinbarung - siehe Hinweise)

Tuesday: Gewerbeservice
(nur nach vorheriger Terminvereinbarung - siehe Hinweise)

Thursday: Gewerbeservice
(nur nach vorheriger Terminvereinbarung - siehe Hinweise)

Changes in opening hours

Bitte nutzen Sie die **Onlineservices** unter www.ea.berlin.de. Ein persönliches Erscheinen ist **nur** nach vorheriger **Terminvereinbarung** per E-Mail an gewerbe@ba-spandau.berlin.de möglich.

Verkehrsanbindungen

S-Bahn

0.2km [S Spandau Bhf](#)

S3, S9

U-Bahn

0.3km [S+U Rathaus Spandau](#)

U7

Bus

0.2km [Galenstr./Hohenzollernring](#)

337

0.2km [Berlin, Galenstr.](#)

130, 237, N30, 671, 134, 136, 337, N7, X33

0.2km [S+U Rathaus Spandau](#)

638, 137, M32, M37, M45, X37, X36, 671, 130, 134, 136, 237, 337, N7,
N30, X33, 135, N34, M36

0.3km [Berlin, Moritzstr.](#)

337, 671, 134, 136, 137, M37, M45, N7, M36

0.3km [Borkzeile](#)

130, 237, N30

0.4km [Elsflether Weg](#)

X37, X36, M32

0.4km [Berlin, Brunsbütteler Damm/Ruhlebener Str.](#)

M32, X37, X36, 638, 134, 135, 137, M37, N34, M36, M45

0.4km [Jenneweg](#)

337



Train

0.2km [S Spandau Bhf](#)

RE6, RE1, RE8, RE4, RE2, RB21, RB10, RB14

Payment options

Girocard (mit PIN)

Gastronomic trade - request permission for a special reason

If you wish to serve alcoholic drinks commercially on a temporary basis as part of a special event that is open to everyone or a certain group of people, you must apply for a permit in accordance with the Gastronomy Act.

The condition is always that there is a special event. This can be, for example:

- street festivals (e.g. folk festivals or funfairs).
- christmas markets
- sports events
- company anniversaries

or similar events.

Permission is granted under simplified conditions.

However, it is only valid provisionally and is limited in time for the duration and location of the event.

If, on the other hand, you wish to run a gastronomic business serving alcohol on a permanent basis, you generally need a permit for the gastronomic trade (see "More Information").

A permit is also required in Berlin if you are in possession of a itinerant trade permit.

Independently of the permit discussed here and depending on your offer, you may have to fulfil further registration and permit obligations, for example according to the trade regulations.

Prerequisites

- **Personal reliability**
Reliability is checked on the basis of various forms of evidence. The applicant must provide information from the Federal Central Register (certificate of good conduct) and information from the Central Trade Register.
- **Expert knowledge**
Proof of undergone training regarding relevant knowledge about food safety regulations is only required, if the catering activities are performed regularly and sustained on particular occasions.

Documents required

- **Application for a permit**
- **Identity document**
Identity card or other official identification document containing a photograph.
Residence permit, if the applicant is not an EU national
- **If necessary, certificate of good conduct for submission to an authority**

(<https://service.berlin.de/dienstleistung/120926/>)

To verify personal reliability, an extract 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.

- **If necessary, information from the Central Trade Register for submission 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, training course for the gastronomic business according to § 4 GastG**

(<https://service.berlin.de/dienstleistung/330174/en/>)

Certificate from a Chamber of Commerce and Industry (Industrie- und Handelskammer, or IHK) for participation in a training course for the gastronomic business or a similar qualification (to be confirmed by the IHK) is required if applications are submitted repeatedly.

- **If necessary, current excerpt from the commercial register**

(https://www.handelsregister.de/rp_web/welcome.xhtml)

Registered companies are required to submit an up to date excerpt from the Trade Register when applying. Legal entities that are in the process of being established (GmbH, AG) are required to submit their partnership agreement or statutes.

Forms

- **Application for a permit**

(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/_assets/winr-523-gastg-gestattung_-antrag-0622.pdf)

Fees

11.00 to 869.00 euros per expense

Legal basis

- **Gastronomy Act (Gaststättengesetz - GastG) § 12**

(https://www.gesetze-im-internet.de/gastg/_12.html)

- **Gastronomy Act (Gaststättengesetz - GastG) § 4**

(https://www.gesetze-im-internet.de/gastg/_4.html)

- **Berlin Gastronomic Business Regulation (Gaststättenverordnung Berlin - GastV)**

(<https://gesetze.berlin.de/jportal/?quelle=jlink&query=GastV+BE&psml=bsbeprod.psml&max=true>)

- **Schedule of Administrative Fees (Verwaltungsgebührenordnung (VGebO))**

(https://gesetze.berlin.de/perma?a=VwGebO_BE)

Average time to process request

approx. 2 weeks

More information

- **Berliner Gastromat - Questions and answers on the subject of gastronomy (IHK Berlin)**
(<https://www.ihk-berlin.de/service-und-beratung/recht-und-steuern/gewerberecht/berliner-gastromat-3538458>)
- **Informationen zur Existenzgründung Gastronomie (IHK Berlin)**
(<https://www.ihk-berlin.de/service-und-beratung/existenzgruendung/informationsangebote/brancheninformation/gastronomie-mit-alkohol-2279262>)
- **Information on handling food (IHK Berlin)**
(<https://www.ihk-berlin.de/service-und-beratung/recht-und-steuern/gewerberecht/lebensmittelrecht-und-produktkennzeichnung/lebensmittelhygieneverordnung-2265336>)
- **Information on instruction in gastronomy (IHK Berlin)**
(https://www.ihk-berlin.de/pruefungen_lehrgaenge/unterrichtungen/gaststaetenunterrichtung/2265134)
- **Gastronomic trade - register for the certificate of instruction (service)**
(<https://service.berlin.de/dienstleistung/330174/en/>)
- **Gaststättengewerbe - Erlaubnis beantragen (Dienstleistung)**
(<https://service.berlin.de/dienstleistung/327483/en/>)
- **Privacy policy (Public Order Offices of Berlin)**
(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/assets/winr_105_merkblatt_dsgvo.pdf)

Hinweise zur Zuständigkeit

The application for permission must be submitted in due time (at least 2 weeks in advance) to the public order office responsible for the location of the event.