

Single Point of Contact	2
Address	2
Contact	2
Barrier-free access	2
Opening hours	2
Nahverkehr	2
Payment options	2
Shop opening hours - notify exceptions for special reasons	3
Prerequisites	4
Documents required	4
Forms	4
Fees	4
Legal basis	4
Average time to process request	4
More information	4
Average time to process request	5
Hinweise zur Zuständigkeit	5

Single Point of Contact

Senatsverwaltung für Wirtschaft, Energie und Betriebe

Address

Martin-Luther-Str. 105
10825 Berlin

Contact

Telephone: (030) 9013-7555
Fax: (030) 9028-5301
Internet: <http://www.berlin.de/ea/en/>
E-mail: ea@senweb.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: by appointment only
Tuesday: by appointment only
Wednesday: by appointment only
Thursday: by appointment only
Friday: by appointment only

Nahverkehr

S-Bahn

Insbrucker Platz: S42, S41, S46, about 10 minutes walk

U-Bahn

Rathaus Schöneberg: U4, about 3 minutes walk

Bus

Rathaus Schöneberg: 104, M46, about 3 minutes walk

Payment options

Payment is not provided

Shop opening hours - notify exceptions for special reasons

In Berlin, sales outlets are allowed to open around the clock (6 days/ 24 hours) from Monday to Saturday.

On Sundays and public holidays, sales outlets must generally be closed.

Exceptions to this principle for sales outlets are regulated by the Berlin Shop Opening Act:

- Outlets catering to the needs of tourists

exclusively souvenirs, road maps, city maps, travel guides, tobacco products, consumables for film and photo purposes, necessities for immediate consumption as well as food and beverages for immediate consumption may be sold on Sundays and public holidays from 1 p.m. to 8 p.m open clock. This exception only applies if a point of sale also **exclusively** sells these tourist supplies on all other days of the week.

- Points of sale with a special assortment

such as flowers and plants, newspapers and magazines, baked goods and confectionery, milk and milk products may open on Sundays and public holidays from 7 a.m. to 4 p.m.

- Special outlets such as

Petrol stations, pharmacies or sales outlets at passenger train stations, long-distance train stations, commercial airports and coach terminals may be open on Sundays and public holidays.

- Art and second-hand markets are allowed to open on Sundays and public holidays from 7 a.m. to 6 p.m.
- Open Sundays and public holidays

The state of Berlin can allow shops to be open throughout Berlin from 1 p.m. to 8 p.m. for a maximum of eight Sundays or public holidays per year. These dates will be publicly announced in the Official Gazette.

On the occasion of special events (e.g. a company anniversary or a street festival), sales outlets may also open on two further Sundays or public holidays per year from 1 p.m. to 8 p.m. The responsible public order office must be notified of this opening two weeks in advance in text form, stating the reason.

Exceptions are not possible for special Sundays and public holidays such as: New Year, May 1st, Good Friday, Easter Sunday, Pentecost Sunday, National Day of Mourning, Sunday of the Dead, December 24th if it falls on an Advent Sunday and the public holidays in December and no more than a total of two Sundays and public holidays per month.

Prerequisites

- **Special event / occasion for opening on a Sunday / public holiday**
Relevant occasions include in particular company anniversaries, public festivals or similar events.

Documents required

- **Notification of intended opening on a Sunday / public holiday**
Possible online or you submit the advertisement in writing by post.
For the written advertisement:
 - Informal announcement, stating the occasion two weeks in advance in text form.
 - Please use the sample form for the advertisement (see forms).

Forms

- **Template for notification of opening a shop on Sunday / a public holiday due to a special occasion**
(https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehend-es-gewerbe/_assets/winr-660-berlladoeffg_anzeige-gemaess-6-2_10-2017.pdf)

Fees

none

Legal basis

- **Berlin Shop Opening Act (Berliner Ladenöffnungsgesetz - BerlLadÖffG) § 6 sec. 2**
(<https://gesetze.berlin.de/bsbe/document/jlr-L%C3%96GBEV2P6>)
- **Law on Sundays and Public Holidays (Gesetz- über Sonn- und Feiertage - FeiertGBE)**
(<https://gesetze.berlin.de/bsbe/document/jlr-FeiertGBErahmen>)
- **Holiday Protection Ordinance (Feiertagsschutz-Verordnung - FSchVO)**
(<https://gesetze.berlin.de/bsbe/document/jlr-FeiertVBErahmen>)

Average time to process request

Approx. 1 week

More information

- **Occupational health and safety - Information from the Senate Department for Labour**
(<https://www.berlin.de/sen/arbeit/beschaeftigung/arbeitsschutz/>)
- **Shop opening hours in Berlin - information provided by the Senate Department for Economics**
(<https://www.berlin.de/sen/wirtschaft/branchen/handel/ladenoeffnungszeiten/ladenoeffnungszeiten-in-berlin-152543.php>)

- **Shop opening hours - Information from the IHK Berlin**
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerberecht/ladenoeffnungszeiten-3770050>)
- **Information about privacy**
(https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehend-es-gewerbe/_assets/merkblatt-dsgv.pdf)

Average time to process request

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

Hinweise zur Zuständigkeit

Applications for exception from the Berlin Shop Opening Act must be submitted to the competent Public Order Office for the sales outlet.