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Explanations and notes relating to the procedural guidelines and submission of applications through the Hamburg Point of single contact

The following information is meant to support you in defining the procedures for your individual request and - to the extent that you desire to proceed - in filing an application through the point of single contact. Possible questions are discussed and possible appropriate answers to questions connected with your individual case are suggested.

It may happen that no procedural guidelines can be defined for specific requests and therefore no application can be filed online through the point of single contact. In these cases we would like you to directly contact the Hamburg Point of single contact or the competent body. The contact data are set forth on the pages of the point of single contact <http://www.hamburg.de/wirtschaft/point-of-single-contact>.

Question No. 1: **Do you intend to exercise the activities in Hamburg, or is the activity already exercised in Hamburg?**

Optional answers: **Yes; no**

Explanatory notes: The Hamburg Point of single contact is the competent body for requests concerning the set-up or exercise of an activity within the Free and Hanseatic City of Hamburg. Outside Hamburg, the single points of contact established by the other German Federal States or by the other Member States of the European Union are the appropriate contacts. So, if you neither intend to exercise your activity in Hamburg nor already exercise it there, you will find the locally competent point of single contact under <http://www.dienstleiten-leicht-gemacht.de/DLR/Navigation/laenderinformationen.html> or in the EU, respectively, under www.eu-go.eu. You may also directly contact the Hamburg Point of single contact, which will assist you in finding the appropriate contact outside Hamburg.

If you have answered the above question in the affirmative, you may proceed to the next questions.

Question No. 2: What kind of activity do you intend to exercise in Hamburg, or what kind of activity do you already exercise in Hamburg, respectively?

Optional Answers: Various activities from A to Z, "special use"; "other activities not included in the A-to-Z-List".

Explanatory notes: In the A-to-Z-List you will find a selection of activities requiring specific licenses and permits in Hamburg. Depending on the selected activity you will be shown the pertinent forms and lists of the required documentation. Additionally, the item "special use" is shown. Please choose this item, if you wish to use public areas for the exercise of your service activities, as, for instance, for open air bars and restaurants, display of goods, etc. If the selection fails to offer a relevant activity, or if no special use is applicable to your activity, please choose the item "miscellaneous".

Question No. 3: Do you wish to start your activity in Hamburg, or do you wish to change or finish it?

Optional Answers: Start, change or termination of an activity in Hamburg.

Explanatory notes: Depending on your intention to start, to change or to terminate your activity, you will need different approvals and documents. If you wish to terminate your Hamburg activity, you will not need to answer some of the questions relating to the procedural guidelines, so that such questions are cut out.

Question No. 4: Do you wish to exercise your activity in the form of an itinerant trade?

Optional Answers: Yes, no, I do not know

Explanatory notes: You are exercising an itinerant trade if you offer your services to customers while no such services have been ordered. If you exercise your activity only as, or in addition to, a stationary trade, you will need different types of applications.

- If you wish to exercise as itinerant trade only, please answer in the affirmative with "yes"
- If you wish to exercise your activity in addition to a stationary trade, please state "also".
- If your activity is merely a stationary trade, please answer in the negative with "no".
- If you are not yet sure, please answer by stating "I do not know".

Question No. 5: Do you wish to establish a branch in Hamburg for this activity?

Optional Answers: Yes, no

Explanatory notes: If you do not wish to establish a branch in Hamburg, you will be asked additional questions so as to find out whether you may need other approvals if branches within the European Union or the EEA States do already exist.

Question No. 6: Is there already a branch in Germany for this activity?

Optional Answers: Yes, no

Explanatory notes: Depending on the fact whether you are already operating a branch in Germany that is connected with the activity to be taken up or already exercised in Hamburg, different approvals and therefore also additional questions may be relevant.

Question No. 7: Is there already a branch for this activity outside Germany in one or several other EU/EEA States?

Optional Answers: EU/EEA States, no branch in any EU/EEA State

Explanatory notes: If there is already a branch in an EU or EEA State for your Hamburg activity, this may influence the outcome of the procedural instructions on account of the principle of freedom of establishment.

Question No. 8: In which Hamburg district you wish to exercise your activity, or in which district you are already exercising it, respectively?

Optional Answers: Names of the seven Hamburg District Authorities

Explanatory notes: The final processing of your application in Hamburg is handled by various administrative bodies. Depending on the place where you wish to exercise your future activity or where you are already exercising it, one of the seven District Authorities will be the competent body. If you presently do not know which District Authorities is the competent body for the street where you wish to exercise your activity, or where you are already exercising it, you may use Behördenfinder Hamburg (<http://www.hamburg.de/behoerdenfinder/hamburg/11254942/>) so as to identify the appropriate District Authority.

Question No. 9: Who is to receive the notification or registration of your new trade?

Optional Answers: The District Authority or the Chamber of Commerce

Explanatory notes: The notification or registration of a trade in Hamburg may be filed with the respectively competent District Authority or the Hamburg Chamber of Commerce. The processing of the application itself will remain unaffected by the chosen body. However, if you already know that the District Authority, or the Chamber of Commerce respectively, is the appropriate body for your request and the resulting licences and approvals, you should choose accordingly so that your application will be processed by the same.

Question Nr. 10: What is the present or intended legal form of your activity?

Optional Answers: Various legal forms, legal form as yet unknown

Explanatory notes: The choice of the legal form entails different procedural instructions. As far as the legal form for your activity is unknown as yet, or as far as you are not sure about the proper legal form, you should choose the answer "legal form as yet unknown". If so, the competent body will provide further details.

Question Nr. 11: Do you intend to additionally use public area in the exercise of your service activity as, for instance, for open air bars and restaurants, for the display of goods, etc.?

Optional Answers: Yes; no.

Explanatory notes: If you wish to additionally use public areas in the exercise of your service activity, specific licences will be required for such special use. This particularly applies for open air bars and restaurants, or the display of goods.

Pages containing Statements of Results

Page 1: Summary of Answers

At the next stage a summary of your answers to the various questions will be shown. You may check your answers before the next stage of the procedural guidelines and instructions will give you an overview of the permits and confirmation required for your request, i.e. an overview compiled on the basis of your answers. Should the answers be incorrect, please go back to the respective questions and correct your answers.

Page 2: Required Permits and/or Confirmations

The permits and/or confirmations required from public authorities and the respective administrative services are shown for your particular request together with the relevant forms and documents the same as the competent administrative bodies.

At the procedural guidelines stage, the stated particulars are merely statically assessed; therefore a case may not be comprehensively appraised. The requirements and procedures that are subject to the scope of application of the EU Services Directive are the bases of the assessment. Besides, there may be additional requirements.

The completed forms, together with the required documentation, may be forwarded to

- the respective administrative body defined for the required permit or
- the Hamburg Point of Single Contact.

This can be done by email, fax or by mail.

If several approvals are required, you may either directly contact the indicated body or handle the matter through the Hamburg Point of Single Contact.

If and to the extent that you will not get any information relating to permits and approvals together with the required forms and documentation at this stage, please contact the respectively stated institution or the Hamburg Point of Single Contact directly.

If you wish to file applications, please proceed as follows:

- open the form through the respective link
- complete the form (electronically, or a printout manually); when completed electronically make another printout and sign it.

Note: The entries in the form cannot be stored.

- digitize the form/documents (e.g. by scanning).

If so desired, you may comply with the indicated procedures by email directly with the competent body, or electronically through the Hamburg Point of Single Contact.

For handling the individual procedures directly with the competent body you will need to subsequently forward the digitized forms and documents to the respectively stated contact address.

For handling the individual procedures through the Hamburg Point of Single Contact, you will need to activate the button "Filing of applications through the HSPC" at the bottom right. In the application system you may upload the digitized forms and documents and forward them to the point of single contact (please note: an additional fee will be charged).

You may store the results of your request as a bookmark and return to that page later on by calling the bookmark. To this end, you may add the bookmark through the indicated button. If your browser fails to support this function, you may manually store the link 'Hamburg Procedural Guidelines - My Request' as a bookmark (click right/add to favourites).

Page 3: Filing of an Application

Prior to sending your application(s) to the point of single contact you are to upload the documents (forms/documentation) relating to the shown permits and licenses. In doing so, you may use the data formats: PDF, DOC, JPEG, JPG, RTF, TXT, and DOCX. The total size of the documents to be uploaded is restricted to 15 MB.

When scanning or processing the documents, please note:

- You should scan the documents in black-and-white mode or in grayscale mode if the contents are not recognizable in black-and-white mode.
- For scanning and storing the documents you should choose a coarse resolution (150 dpi as a maximum).
- Use the cropping tool of your scanner software or of your image editing program.
- Store documents consisting of one page as jpg file (grayscale mode) and documents consisting of several pages as PDF file (grayscale mode).

If you inadvertently have loaded up wrong documents, overlarge files or files of an unsupported type, please click the upload button. A small blue panel will appear. Click on the panel to remove the document from the form.

If you wish to have the application(s) handled through the Hamburg Point of Single Contact, please state your first and family name and your email address. The stated email address will serve the point of single contact and/or the competent body as contact address for further processing of the application.

Prior to forwarding the application(s) you should consider that the efforts of the Hamburg Point of Single Contact are subject to fees. Details relating to the fees you will find under <http://www.hamburg.de/point-of-single-contact>.

Prior the forwarding your application please confirm that you are aware of the additional fees charged for using the point of single contact.

If your application(s) has/have been successfully forwarded to the point of single contact, the following notice is shown:

"Thank you very much for filing your application with the Hamburg Point of Single Contact.
Your application will be processed.

For further questions please contact the Hamburg Point of Single Contact directly."