



# Information for registering events

## A guide for organisers

*Please note: all applications have to be in German as official language*

## Do I have to register my event?

In Saxony, there is no general legal requirement to register, authorise or report events.

However: Authorisation or permission is required for Individual aspects of an event, which make registration necessary.

### Obligation to Register

You must register an event if at least one of the following points is fulfilled:

- It is a commercial event, which **is meant to make a profit**.
- A **high number of visitors** or a high concentration of visitors is expected.
- The event is accessible to the **public**.
- The event takes place in **public space** (streets, pathways, public square, park).
- **Food and beverages** will be sold.
- **Portable structures** will be used (i.e. stage, climbing wall, carousel, tents).
- The event will take place in rooms or buildings, which **according to building regulations, are not made for this usage or are not (yet) approved for this usage** (i.e. barns, industrial manufacturing or storage warehouses, parking lots).
- If an **especially dangerous situation** is expected due to the type and/or execution of the event (i.e. an air show).
- **Obligatory registration orders** (i.e. legal building orders) already exist for the event location.

### No registration necessary

Private events with a closed circle of participants do not require registration. This includes among others, big birthday parties, celebrations for the start of school or debutant balls. Eve-of-the-wedding parties, where the host does not always know exactly who will be attending, are not required to register. However, as soon as one of the abovementioned criteria applies, the event must be registered. The same goes for internal company parties.

## How, where and when do I register my event?

### Central coordination office

You register your event that requires registration at the Central Coordination Office of the Event and Congregation Authority of the Dresden Public Order Office. To do so, please use the form on the Internet page of the Event and Congregation Authority. You will find it under [www.dresden.de/dienstleistungen](http://www.dresden.de/dienstleistungen) under the service "Register an Event". The Central Coordination Office will evaluate for you, which departments to involve and will forward your registration to them. If necessary, the departments will contact you in order to discuss individual measures (i.e. applications, licensing). Additionally, the Central Coordination Office will notify other institutions, which are indirectly affected by your planned event (i.e. residents). If necessary, they will contact you directly.

The Events and Administrative Authority will send you a confirmation of notification, in which the contacted field offices and institutions are listed. Several days before your event you will receive a comprehensive information letter, in which ad-

ditional points are listed for the execution of your event.

Please contact the Central Office for Coordination directly with questions regarding registration:

State Capital Dresden  
Ordnungsamt (Public Order Office), Abteilung Sicherheitsangelegenheiten (Department of Security Matters),  
Sachgebiet Veranstaltungs- und Versammlungsbehörde (Subject Area, Events and Assemblies Authority)  
Theaterstraße 11-15, 01067 Dresden  
Telephone: +49 (0) 351 488 5922 und +49 (0) 351 488 59 05  
E-Mail [ordnungsamt-sicherheit@dresden.de](mailto:ordnungsamt-sicherheit@dresden.de) or [zvs@dresden.de](mailto:zvs@dresden.de)

### Registration deadlines

Please register your event at least four weeks before the planned event.

This is the only way to thoroughly prepare for your event. Please note, that a longer preparation time is necessary for major events and a timely registration is required.

### Required documents

Depending on the scope of your event, various documents are necessary. Please use the registration form for this. Should you already have a site map, security concept and also a contract for medical support when registering, please add these to your registration. Otherwise, you can send these documents in later.

### Fees

The registration of your event is free of charge. A fee will be charged for the issue of some permissions and approvals. The respective office will inform you regarding this.

## What do I have to consider if I want to use public space?

A public space is a location accessible to everyone, which are mostly the property of the city of Dresden. This includes streets, parks and squares, for example. As soon as you want to use such public spaces for your event, an application must be submitted for this at the agency that manages these areas. Please plan for a longer processing time and note this when you apply. The Central Coordination Office will pass your registration for the event on to the respective government office. You must submit applications for the specific sites at the office.

### Public parks

**Parks:** If the event should take place in a public park and green areas as well as playgrounds or football fields, you must apply for a permit for special use of public green spaces. You will find the form for this on the website [www.dresden.de/dienstleistungen](http://www.dresden.de/dienstleistungen) under the service "Register an Event". The Office for Green City Areas and Waste Management is responsible in this case. Please include a concrete site plan in the application.

**Forest areas and Elb meadows:** In order to use forest and Elb meadows, please send an informal request to the Office for Green City Areas and Waste Management. Please include a concrete site plan in your request.

Should you have questions, please contact the Office for Green City Areas and Waste Management directly:

Capital City of Dresden  
Amt für Stadtgrün und Abfallwirtschaft (Office for Green City Areas and Waste Management)  
Sachgebiet Kleingartenwesen/Grundstücke/Satzungen (Department of Allotment Gardens/Land Plots/Statutes)  
Grunaer Straße 2, 01067 Dresden  
Telephone: +49 (0) 351 488 7040  
E-Mail: [SDehliis@dresden.de](mailto:SDehliis@dresden.de)

## Public streets, paths and squares

If you want to use streets, paths or squares dedicated to the public for your event, you must file a request for special usage. The legal foundation is the charter of the State Capital of Dresden about permits and fees for the special use of public streets in Dresden. Your application must be submitted within a reasonable timeframe. At the latest, you must have written permission for the respective special usage two weeks before your event starts. The signed form to register your event is also considered an application for special use, if public spaces are affected according to traffic law. Please include a concrete site plan and indicate the intended use true to scale. A city map with plot borders at a scale of 1:500 is recommended as a site map. Furthermore, the site plan information should include the measurements (length, width, height) of the intended usage, weight and when necessary, the type of the load distribution.

Please contact the Road and Civil Construction Authority directly with questions:

State Capital Dresden  
Straßen- und Tiefbauamt (Road and Civil Construction Authority)  
Abteilung Verwaltung (Administration Department)  
St. Petersburger Str. 9, 01069 Dresden  
Telephone: +49 (0) 351 488 17 72  
E-Mail: 66.14@dresden.de or strassen-tiefbauamt@dresden.de

## Roadblocks and special case authorisations according to StVO

Should you require a roadblock or special case exemption for your event (i.e. driving in pedestrian zones), please indicate this in the registration form in the comment field. Or you can directly contact the Department of Road Authority at the Road and Civil Construction Authority:

State Capital Dresden  
Straßen- und Tiefbauamt (Road and Civil Construction Authority)  
Abteilung Straßenverkehrsbehörde (Road Authority Department)  
Lingnerallee 3, 01067 Dresden  
Telephone: +49 (0) 351 488 4114  
E-Mail strassenverkehrsangelegenheiten@dresden.de

You will find additional information regarding the use of public roads subject to permit on the website [www.dresden.de/dienstleistungen](http://www.dresden.de/dienstleistungen) under the service "Events, permits according to § 29 Abs. 2 StVO".

## Special use of buildings

If it is necessary for your event that a physical structure (building, rooms, squares) will be used differently than initially intended, a building permit is needed. This also applies even if you do not plan to make any changes to the building structure. The Building Inspection Office can give you information about this.

State Capital Dresden  
Bauaufsichtsamt (Building Inspection Office)  
Sachgebiet Zentrale Antrags- und Vorprüfstelle (ZAVS) (Field of Central Registration and Preliminary Review Office)  
Rosenstraße 30, 01067 Dresden  
Telephone: +49 (0) 351 488 18 02  
E-Mail: zavs@dresden.de

# What do I have to consider when planning my event?

## Site plan and map material

You can purchase city maps with plot borders at a scale of 1:500 (site plans) at the Office for Geo Data and Land Registry. You can also have the desired maps sent for a fee. Please contact the Offices of Geo Data and Land Registry's customer service:

State Capital Dresden  
Amt für Geodaten und Kataster (Office for Geo Data and Land Registry)  
Sachgebiet Kundenservice (Subject Area Customer Service), 2. Etage, Zimmer 2852  
Ammonstraße 72 (World Trade Center), 01067 Dresden  
Telephone: +49 (0) 351 488 4116  
E-Mail: [geodaten-kundenservice@dresden.de](mailto:geodaten-kundenservice@dresden.de)

You can use the themed city map of the City of Dresden for initial orientation at [stadtplan.dresden.de](http://stadtplan.dresden.de). In addition to aerial photos, you will also find theme maps and can have distances and areas measured.

## Assembly of portable constructions

Portable constructions are, amongst others, pavilions and stages. The following constructions must be approved by the Building Inspection Agency for usage (final acceptance):

- Pavilions as of a 75 square metres
- Stages with a canopy height of over 5 metres
- Stage platforms as of 100 square metres space and /or a stage platform height/falling height of over 1.5 metres

Further information can be found under the service "Portable Constructions" on [www.dresden.de/dienstleistungen](http://www.dresden.de/dienstleistungen). As the event organiser you must contact the Building Inspection Agency autonomously:

State Capital Dresden  
Bauaufsichtsamt (Building Inspection Office)  
Abteilung Bauaufsicht (Department of Building Supervision)  
Sachgebiet Werbeanlagen (Subject Area, Advertising Facilities)  
Rosenstraße 30, 01067 Dresden  
Telephone: +49 (0) 351 488 3790  
E-Mail: [bauaufsicht-werbeanlagen@dresden.de](mailto:bauaufsicht-werbeanlagen@dresden.de)

Portable constructions must be reported at least three days before construction. The inspection book (contains among other things, the model approval, requirements, defects and the results of building inspection reviews) must be presented.

## Sale of food and beverages

If you would like to offer food and/or beverages (non-alcoholic and alcoholic) within the framework of your event for consumption on the premises, registration of a temporary restaurant is additionally necessary according to § 2 paragraph 2 SächsGastG. You will find the respective form for this on the website [www.dresden.de/dienstleistungen](http://www.dresden.de/dienstleistungen) under the service "Hospitality Industry".

**Exception:** If you have a travel trade permit for the catering industry to be displayed according to § 55 of the Industrial Code, in which the serving of alcoholic and/or non-alcoholic beverages and/or the administration of prepared foods are entered, no additional notifications are needed. The obligation to notify is also cancelled if you already operate a legitimate stationary restaurant or catering business (restaurant, bar and/or food business, snack stand, etc.). Should one of these exceptional facts apply, please send a copy of the travel trade permit as proof or the business registration/restaurant per-

mit to the Department of Business Matters at the Public Order Office.

You can reach the Department of Business Matters at the Public Order Office here:

State Capital Dresden  
Ordnungsamt (Public Order Office), Abteilung Gewerbeangelegenheiten (Department of Business Matters)  
Sachgebiet Gaststätten/Spielrecht/Jugendschutz/Bewachung (Subject Field Restaurants/Playing Rights/Youth Protection/Surveillance)  
Theaterstraße 11-13, 01067 Dresden  
Telephone: +49 (0) 351 488 5811  
E-Mail: gewerbeangelegenheiten-gaststaetten@dresden.de

#### **Execution of raffles, betting or lotteries**

If you would like to execute a lottery or raffle at your event, please include this with your registration of the event. Furthermore, they must check whether the conditions of the general permission for small lotteries and raffles in the free state of Saxony (AELott) are fulfilled. If that is the case, you must register at the Public Order Office for examination of the lottery at least five days before the start of the event:

Capital City of Dresden  
Ordnungsamt (Public Order Office), Abteilung Sicherheitsangelegenheiten (Department of Business Matters)  
Sachgebiet Veranstaltungs- und Versammlungsbehörde (Subject Field Events and Assembly Authority)  
Theaterstraße 11-15, 01067 Dresden  
Telephone: +49 (0) 351 488 59 05  
E-Mail: ordnungsamt-sicherheit@dresden.de

## **Which security measures must I take?**

#### **Sound protection: informing the local residents**

As an event organiser, you must comply with the operator obligations according to § 22 Bundes-Immissionsschutzgesetz (BImSchG) (State Immission Protection Act). The event organiser is responsible that the neighbourhood is not exposed to any harmful environmental effects due to noise. If necessary, the Central Coordination Office will forward your event registrations to the Environmental Protection Agency for individual case assessment. The Environmental Protection Agency can issue a legal immission protection order with sound insulation measures to protect the neighbourhood. Please inform the local residents and surrounding establishments and institutions about the event as soon as possible, however at the latest one week before the beginning of your event. This can be in the form of public announcements through the media, posters and/or flyers for post boxes. We recommend that you specify a telephone number of a responsible person, who is accessible when noise problems arise. The police regulations of the City of Dresden Safety and Order apply for private parties in a domestic setting. You will find these on the website [www.dresden.de/dienstleistungen](http://www.dresden.de/dienstleistungen) under the service "police regulation". Should you have questions, please contact the Subject Area 54 at the Environmental Protection Agency directly:

State Capital Dresden  
Umweltamt (Environmental Protection Agency)  
Abteilung Immissionsschutz- und Abfallbehörde (Department of Immission Protection and Waste Authority)  
SG 54 - Lärm, Veranstaltungen und Audit (Noise, Events and Audit)  
Grunaer Straße 2, 01069 Dresden  
Telephone: +49 (0) 351 488 6242  
E-Mail: umwelt.recht2@dresden.de

## Creation of a security concept

A fundamental obligation to create a security concept for events does not exist. The Saxony Regulations on Places of Assembly (SächsVStättVO) requires a security concept according to § 1 paragraph 1 in connection with § 43 paragraph 2 as of 5,000 visitors. A security concept always serves to protect the visitors, participants, personnel and other involved parties at the event site. As an event organiser, you are responsible for the security concept.

In order to decide, whether a security concept for an event is recommendable, the following criteria should be considered:

- Degree of danger, which the event brings with itself (i.e. motorsport)
- Relationship between visitors to residents of the city/district
- Constellation of the visitors (i.e. mostly children)
- How appropriate the event location is for the planned events (i.e. factory building)

If a security concept is in consideration for your event, it should include at the least the following:

- Definition of the event area and event timeframe
- Specification of the expected number of visitors and additional people at site of the event
- Determination of the event manager
- Staffing concept (security, paramedical services, fire security guard)
- Crisis management, emergency scenarios, vacating/evacuation
- Protective measures to minimise or prevent potential hazards

## Paramedical and security staff

**Paramedical services:** Depending on the number of participants as well as the type of the event and the location, ensuring first aid services may be necessary. Suppliers of this service in the State Capital Dresden are (in alphabetic order):

- Arbeitersamariterbund (Workers Samaritan Association), Contact: [info@asb-dresden-kamenz.de](mailto:info@asb-dresden-kamenz.de)
- Deutsches Rotes Kreuz (German Red Cross), Contact: [einsatz@bereitschaft-dresden.de](mailto:einsatz@bereitschaft-dresden.de)
- Johanniter Unfallhilfe (Johanniter Accident Assistance), Contact: [info.dresden@johanniter.de](mailto:info.dresden@johanniter.de)
- Malteser Hilfsdienst (Malteser Assistance Service), Contact: [einsatzdienste@malteser-dresden.de](mailto:einsatzdienste@malteser-dresden.de)

**Security staff:** To date there is no obligation to hire a professional security staff for the safety at an event in Saxony. Legally speaking, the event manager is responsible for the orderly execution of the event. However, it makes sense to hire a security staff to safeguard the event. This can be people from within your own ranks for smaller events. For larger and extensive events, you should contractually bind a professional security company to ensure the proper execution of the event. Please enter this in the respective portion of the registration form.

The Events and Assemblies Authority recommends two marshals per 100 participants.

The Department of Business Matters of the Public Order Office will answer your questions pertaining to guard and security companies:

Capital City of Dresden  
Ordnungsamt, Abteilung Gewerbeangelegenheiten (Regulatory Office, Department of Business Matters)  
Sachgebiet Gaststätten/Spielrecht/Jugendschutz/Bewachung (Subject Area Restaurants/???/Youth Protection/Surveillance)  
Theaterstraße 11-13, 01067 Dresden  
Telephone: +49 (0) 351 488 5811  
E-Mail: [gewerbeangelegenheiten-gaststaetten@dresden.de](mailto:gewerbeangelegenheiten-gaststaetten@dresden.de)

## Notes for using fireworks and drones

Please note that when using fireworks and drones, the approval from the site owner is also necessary in addition to the official authorisations.

**Fireworks:** Category 2 fireworks (small fireworks) can be lit during New Year's (31 December and 1 January) by anyone as of

18 years of age without prior authorisation. Outside of this time, a special permit is necessary. You will find the application for a special on the website [www.dresden.de/dienstleistungen](http://www.dresden.de/dienstleistungen) under the Service "Fireworks".

**Unmanned aviation systems/model aircrafts (drones):** According to aviation law, the use of drones and model aircrafts is fundamentally not subject to authorisation unless it weighs more than five kilograms. As of 30 March 2017, the German Ministry has newly regulated the order to regulate the operation of unmanned aircrafts. Users of the general ruling and owners of a general permit must also observe these regulations. Drones are aircrafts and are identified as "unmanned aviation systems" according to the Air Traffic Act. A model aircraft is also an aircraft, which however, is only flown for sport or as a hobby. The purpose of operation thereby forms the legal difference between the two types of unmanned aircrafts. The new order is now one of the most extensive equal treatments in relation to the permit obligation and the prohibited operation.

The operation of an unmanned aircraft system (flying a drone) in Dresden must be registered at the Public Order Office or the police at least two weeks beforehand. The following data is required for the registration:

- Place of take-off with site plan
- Date and timeframe as well as the duration of the flight
- Name of the unmanned aircraft system/drone as well as the disclosure of the maximum take-off weight
- Name of the person controlling the aircraft and availability by phone.

Please address the registration to:

State Capital Dresden  
Ordnungsamt (Public Order Office)  
Abteilung Sicherheitsangelegenheiten (Department Security Matters)  
Sachgebiet Veranstaltungs- und Versammlungsbehörde (Subject Area, Events and Assembly)  
Theaterstraße 11-15, 01067 Dresden  
Telephone: +49 (0) 351 488 5922  
E-Mail: [ordnungsamt-sicherheit@dresden.de](mailto:ordnungsamt-sicherheit@dresden.de)

or to:

Police Department Dresden  
Schießgasse 7, 01067 Dresden  
Telephone: +49 (0) 351 4831 00  
E-Mail: [flz.pd-dresden@polizei.sachsen.de](mailto:flz.pd-dresden@polizei.sachsen.de)

The controller of the aviation system/drone is responsible for adherence to the legal regulations or (general) prohibitions as well as for obtaining the necessary authorisations and (exception) permissions.

Particularly, when operating aviation systems/drones the following must be observed:

- Flying models and drones with a take-off weight of more than 0.25 kilograms in each case, must bear the name and address of the own in permanent and fireproof writing on a visible place.
- The controller of an unmanned aircraft of more than two kilograms total mass, must own evidence of qualification (certificate). Pilots with a valid license are exempt.

Before operating an unmanned aircraft system in Saxony, it is advisable to consult with the Landesdirektion Sachsen (Provincial Headquarters Saxony), if the controller:

- had to submit an explanation for the permit issued by general ruling for the operation of unmanned aircraft systems and flying models or
- had to file an application for the issue of a permit for the operation of unmanned aircraft systems and flying models according to § 21a Abs. 1 LuftVO or
- had to file an application for the issue of an exemption from prohibited operation of unmanned aircraft systems and flying models according to § 21b Abs. 1 und 2 LuftVO at the Landesdirektion Sachsen (Provincial Headquarters Saxony).

The forms for the applications of the Provincial Headquarters Saxony can be downloaded under the section unmanned aircraft systems (UAS)/flying model on the Webseite [www.lids.sachsen.de/luftverkehr](http://www.lids.sachsen.de/luftverkehr).

Landesdirektion Sachsen (Provincial Headquarters Saxony)  
Dienststelle Dresden (Dresden Department),  
Referat 36 DD, Luftverkehr und Binnenschifffahrt  
(Department 36 DD, Air Traffic and Inland Waterway Transport Management)  
Stauffenbergallee 2, 01099 Dresden  
Telephone: +49 (0) 351 825 3613/8 25 36 14

### Release of balloons

If you want to release **less than 500 helium balloons outside the Dresdner Airport control area**, permission is granted when the following requirements are fulfilled:

- the balloons are not released bundled together (so-called balloon grapes),
- the balloons are not filled with flammable gas (Note: Helium is not flammable),
- there are no small hard or flammable objects attached to the balloons (i.e. wood, metal, sparklers, glow sticks).  
Greetings cards can be attached.

If you plan on **releasing balloons within the control zone of the Dresden Airport** or a large amount of **more than 500 balloons** (also outside of the control zone) you must submit an application to the DFS Deutschen Flugsicherung GmbH:

DFS Deutschen Flugsicherung GmbH  
Niederlassung Tower Dresden  
Telephone: +49 (0) 351 882 5161 or 882 5100  
E-Mail: [bln-tower-ost@dfs.de](mailto:bln-tower-ost@dfs.de)

## Am I allowed to advertise my event on public streets?

Advertising on public roads in the State Capital of Dresden is considered special use. If you wish to advertise your event on public roads in Dresden, please obtain information about the conditions in advance. You will find the information sheet “Tips Regarding Event Advertising” and the registration form “Application for Special Use of Public Roads – Event Advertising” at [www.dresden.de](http://www.dresden.de). Should you have questions, please contact the Road and Civil Construction Authority directly:

Capital City Dresden  
Straßen- und Tiefbauamt (Road and Civil Construction Authority),  
Straßenverwaltung (Subject Area, Road Administration)  
St. Petersburger Str. 9, 01069 Dresden  
Telephone +49 (0) 351 488 1764  
E-Mail: [66.14@dresden.de](mailto:66.14@dresden.de)

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Ordnungsamt (Public Order Office)  
Abteilung Sicherheitsangelegenheiten (Department of Security Matters)  
Telephone: +49 (0) 351 488 6311  
E-Mail: [ordnungsamt-sicherheit@dresden.de](mailto:ordnungsamt-sicherheit@dresden.de)

Amt für Presse- und Öffentlichkeitsarbeit (Press and Public Relations Agency)  
Telephone: +49 (0) 351 488 2390  
E-Mail: [presse@dresden.de](mailto:presse@dresden.de)

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