

99089016008000, 99089016008000

# Register a meeting

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/100111540/L100010>

Modul	Sachverhalt
Leistungsschlüssel	99089016008000, 99089016008000
Leistungsbezeichnung I	Register a meeting
Leistungsbezeichnung II	Register a meeting
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Saarland
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Sicherheit und Ordnung (089)
Verrichtungskennung	Bestätigung (008)
SDG-Informationsbereich	
Lagen Portalverbund	Engagement und Beteiligung (1100100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	02.09.2024

Modul	Sachverhalt
Fachlich freigegeben durch	Ministry of the Interior, Building and Sport
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/versammlg/_14.html">https://www.gesetze-im-internet.de/versammlg/_14.html</a> <a href="https://www.gesetze-im-internet.de/versammlg/_14.html">https://www.gesetze-im-internet.de/versammlg/_14.html</a>
Teaser	Anyone wishing to organize a public assembly in the open air must register it with the competent authority 48 hours before it is announced (= invitation of participants or announcement via various media).
Volltext	<ul style="list-style-type: none"> <li>• If you wish to organize an assembly, you must register this with the competent authority no later than 48 hours before the event is announced, stating the purpose of the assembly or procession.               <ul style="list-style-type: none"> <li>• Once your registration has been received by the competent authority, it will be forwarded to the local regulatory authority responsible for the place of assembly, to the police and, if necessary, to other authorities to be involved. These authorities can then comment on your planned assembly.</li> <li>• Cooperation talks are regularly held with the authorities involved (police, public order offices) in advance with regard to the procedure and implementation of the assembly.</li> </ul> </li> </ul>
Erforderliche Unterlagen	None
Voraussetzungen	<ul style="list-style-type: none"> <li>• You must have a person who has registered the meeting and a meeting leader for each meeting.               <ul style="list-style-type: none"> <li>• The registration can be made by an individual, an organization or an association.</li> <li>• The meeting leader must be an individual.</li> <li>• This individual is responsible for the orderly conduct of the assembly and is the contact person for the police and the assembly authorities during the assembly.</li> <li>• The assembly leader must be present for the entire duration of the assembly. A deputy for the assembly leader can be named.</li> </ul> </li> </ul>
Kosten	None
Verfahrensablauf	<ul style="list-style-type: none"> <li>• They submit their registration of the meeting to the competent authority in digital or analog form.</li> </ul>

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- The registration is not bound to any form.
- Regardless of whether you submit the registration online, in writing or verbally, the following information must be included:
  - Name and address of the organizer of the notifying person (private individual or organization)
  - Name and address, telephone and fax/email of the person chairing the meeting.
  - Description of the planned course of the assembly by place, time and subject/topic
  - In the case of processions/demonstrations, the planned route.
  - If the assembly leader uses the help of stewards, their deployment must be notified to the competent authority, stating the number of people expected to be deployed.

If you would like to submit your registration online:

- You do not need to register or create an account.
- You fill in the mandatory fields of the online service.
- You will receive a confirmation email to the email address you provided

If you wish to submit the application by post:

- You put your application in writing, e.g. using a sample template, and check your details for completeness.
- You then send the application by post or submit it locally to the responsible authority.

Then:

- The competent authority processes your registration and forwards it to the local authorities (police, health authority, regulatory authority) with comments if necessary; they provide feedback with possible indications of conditions or risks to public safety that

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may justify such conditions or a ban.

- As a rule, a cooperation meeting is held between the responsible authority/police and the organizer.

- Feedback from the authorities is examined separately and any cooperation at the place of assembly is decided.

- A confirmation of notification is then issued and sent back to the applicant.

- The registration is confirmed or a decision is issued subject to conditions or a ban is imposed. No fees will be charged.

- Notification at short notice up to 1 hour before the start of the assembly is possible.

- The responsible authority must be informed immediately of any significant changes to your details regarding the assembly.

- The responsible event management must be known for the confirmation of the notification or the notice of conditions.

## Bearbeitungsdauer

4 to 24 hours

## Frist

Notice of the meeting must be given 48 hours prior to the announcement of the meeting.

## weiterführende Informationen

- The competent authority may issue an order subject to conditions or issue a ban on the assembly following cooperation discussions with other authorities involved, if, according to the circumstances discernible at the time the order is issued, public safety or order is directly endangered if the assembly or procession is held.

- A decision (administrative act) must be issued on this, which can be contested before the administrative court.

## Hinweise

- Following cooperation discussions with the organizer and other authorities involved, the competent authority may issue a decision subject to conditions or issue a ban on assembly if, according to the circumstances discernible at the time the decision is issued, public safety or order is directly endangered when the assembly or parade is held

- A decision (administrative act) must be issued on

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	this, which can be contested before the administrative court.
Rechtsbehelf	<ul style="list-style-type: none"> <li>• Objection to restrictive orders or prohibitions; reference to the competences according to § 8 AGVwGO</li> <li>• Action before the administrative court</li> </ul>
Kurztext	<ul style="list-style-type: none"> <li>• Assembly confirmation               <ul style="list-style-type: none"> <li>• Requirements: complete information in the application and submitted on time</li> <li>• Registration online, in writing or verbally</li> <li>• Responsible: The Regionalverband Saarbrücken, the administrative districts, the state capital Saarbrücken and the medium-sized towns.</li> </ul> </li> </ul>
Ansprechpunkt	
Zuständige Stelle	
Formulare	<p>Forms available: No</p> <p>Written form required: No</p> <p>Informal application possible: Yes</p> <p>Personal appearance necessary: No, in exceptional cases yes</p>
Ursprungsportal	Register a meeting, Eine Versammlung anmelden