

99140001060002, 99140001060002

# Application for entry in the list of external service providers at the Chamber of Architects of Lower Saxony (§ 14 NArchtG)

Heruntergeladen am 01.07.2025

<https://fimportal.de/xzufi-services/402074502/L100040>

Modul	Sachverhalt
Leistungsschlüssel	99140001060002, 99140001060002
Leistungsbezeichnung I	Application for entry in the list of external service providers at the Chamber of Architects of Lower Saxony (§ 14 NArchtG)
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Niedersachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Architektur (140)

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Verrichtungskennung	Eintragung (060)
SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und Führung eines Unternehmens
Lagen Portalverbund	Anmeldepflichten (2010100), Eintragung in Register (2020100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	02.09.2020
Fachlich freigegeben durch	Chamber of Architects of Lower Saxony.
Handlungsgrundlage	<a href="https://www.aknds.de/fileadmin/aknds/PDFs/Kammerr echt/00031-narchtg.03.pdf">https://www.aknds.de/fileadmin/aknds/PDFs/Kammerr echt/00031-narchtg.03.pdf</a> <a href="https://www.aknds.de/fileadmin/aknds/PDFs/Kammerr echt/00031-narchtg.03.pdf">https://www.aknds.de/fileadmin/aknds/PDFs/Kammerr echt/00031-narchtg.03.pdf</a>
Teaser	Apply for entry in the list of external service providers of the state of Lower Saxony
Volltext	<p>External service providers may only use the professional title "architect", "interior architect", "landscape architect" and "urban planner" if they are entered under the respective title in the list of external service providers of the Lower Saxony Chamber of Architects or a comparable list of another federal state. The same applies to word combinations with one of the professional designations (e.g. architectural group) or similar designations (e.g. architectural office).</p> <p>Service providers who have neither a place of residence nor a professional establishment in the Federal Republic of Germany and who wish to provide services of the respective professional group in Lower Saxony temporarily and occasionally using the professional title are deemed to be "foreign". If there is already an entry in a corresponding register in another federal state, an additional entry in Lower Saxony is not required.</p> <p>It is possible to be registered with the addition "freelance".</p>

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Service providers from outside the state must give prior notification of the first-time provision of services.

## Erforderliche Unterlagen

The application must be accompanied by the following documents:

- a certificate stating that the service provider for the exercise of a profession pursuant to § 1 Abs. 1 NArchTG (architect/interior designer/landscape architect/urban planner) in a Member State of the European Union, another State party to the Agreement on the European Economic Area or a State treated as such by an agreement is lawfully established and is not prohibited, even temporarily, from practising the profession.
- where neither the profession nor the training of the profession is regulated in the State of establishment, proof that the profession has been practised for at least one year in one or more of the States referred to in the first sentence of paragraph 1 in the preceding ten years;
- Proof of professional qualification

Copies of the diploma certificate and diploma certificate or copy of the Bachelor's and Master's certificates and a copy of the respective degree certificate and the respective Diploma Supplement as proof of a degree in architecture with a standard period of study of at least four years of study. In the fields of interior design, landscape architecture and urban planning, the standard period of study must be at least three years of study.

Applicants from a member state of the EU or another state party to the Agreement on the European Economic Area or a state equivalent by agreement:

Certificate from the competent authority of the country of origin on the conformity of the training with the European Professional Qualifications Directive (BARL - 2005/36/EC), e.g. according to Art. 46 in conjunction with V No. 5.7.1, Annex VI or Art. 49 para. 2 BARL

In the case of studying abroad outside the EU, the EEA or equivalent countries:

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Copies of graduation certificates and certificates. The documents must state the standard duration of study and the training content with the respective temporal scopes.

In addition, proof of at least 2 years of full-time work experience – correspondingly longer part-time – in the essential professional tasks according to § 2 Abs. 1, 5 and 6 NArchtG

- For registration with the addition "freelance":  
declaration of freelance status
- Information about insurance cover

## Voraussetzungen

External service providers must notify the Chamber of Architects in advance in writing of the initial provision of a service in the fields of architecture, interior design, landscape architecture or urban planning and have themselves entered in the list of external service providers. The notification must be accompanied by:

1. a certificate stating that the service provider for the exercise of the profession is legally established in a Member State of the European Union, another State party to the Agreement on the European Economic Area or a State treated as such by an agreement and that he or she is not prohibited from practising the profession, even temporarily,

2. a professional qualification, and

(3) where neither the profession nor the training of the profession is regulated in the State of establishment, proof that the profession has been pursued for at least one year in one or more of the States referred to in point 1 during the previous ten years.

Upon initial notification, the Chamber of Architects checks the professional qualifications of the external service provider. If the professional qualification of the service provider from another Member State of the European Union, another state party to the Agreement on the European Economic Area or a state treated as such by an agreement falls so far short of the

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requirements of § 6 NArchtG that the lack of knowledge, skills and competences endangers public health or safety, and the missing knowledge, If skills and competences are not balanced by professional experience or other proven relevant qualifications, the Chamber of Architects shall give the service provider the opportunity to prove by means of an aptitude test that he or she has acquired the knowledge, skills or competences required to exclude this risk.

An external service provider who is not established in a Member State of the European Union, another state party to the Agreement on the European Economic Area or a state treated as such by an agreement shall, upon request, be entered in the list of external service providers if he or she possesses the qualification pursuant to § 5 para. 1 no. 2 NArchtG.

Registration shall be refused if there are facts showing that the applicant does not have the good repute required for the profession.

Upon request, an external service provider will be entered in the register with the addition "freelance" if it exercises its profession independently and informs the Chamber of Architects about its insurance cover.

## Kosten

Abgabe: 285€  
 Zahlung nur mit Vorkasse  
 Registration fee: EUR 285.00

For persons with evidence of formal qualifications from another member state of the European Union, a state party to the Agreement on the European Economic Area or a state treated as such by agreement, no fees are charged for administrative activities in the list of external service providers.

If you do not use the fully electronic application procedure including the online payment function, please attach a receipt, e.g. printout of the transfer via the payment for online banking, to your registration application. The bank details are:

Nord/LB Hannover: BIC NOLADE2HXXX - IBAN: DE55

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2505 0000 0101 4747 81

Commerzbank Hannover: BIC COBADEFFXXX - IBAN:  
DE97 2504 0066 0338 8345 00

The following payment methods are possible online:

- Credit card

## Verfahrensablauf

An application for registration must be submitted in writing or online using the form provided. The following supporting documents shall be attached to the application. The registration committee at the Chamber of Architects of Lower Saxony examines and decides on the entry in the register.

In the case of the initial notification, the Chamber of Architects checks the professional qualification of the external service provider, unless proof of training in accordance with § 7 Abs. 1 NArchG has been submitted with the notification.

In the case of applicants from another Member State of the European Union, another state party to the Agreement on the European Economic Area or a state treated as such by an agreement, the Chamber of Architects shall inform the service provider of the result of the examination within one month of receipt of the complete documents. If the examination is not possible in due time, it shall inform the service provider of the reasons for the delay within the one-month period. The decision must be taken before the end of the second month following receipt of the complete dossier. If the professional qualification of the service provider falls so far short of the requirements of § 6 NArchG that the lack of knowledge, skills and competences endangers public health or safety, and if the missing knowledge, skills and competences cannot be compensated for by professional experience or other proven relevant qualifications, the Chamber of Architects shall issue the service provider with the Possibility of demonstrating by means of an aptitude test that he or she has acquired the knowledge, skills or competences necessary to exclude this risk.

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An external service provider who is not established in a Member State of the European Union, another state party to the Agreement on the European Economic Area or a state treated as such by an agreement shall, upon request, be entered in the list of external service providers if he or she possesses the qualification pursuant to § 5 para. 1 no. 2 NArchtG.

A certificate is issued for the keeping in the register, which also indicates the entitlement to use the professional title.

If one year has passed since the last notification and the external service provider still intends to provide services in Lower Saxony and to use the professional title, he or she must notify the Chamber of Architects of this.

**Bearbeitungsdauer**

Usually up to 3 months, maximum 4 months.

**Frist**

There are no deadlines to be observed.

**weiterführende Informationen**
**Hinweise**

<https://www.aknds.de/architekt-werden/eintragung-bei-der-architektenkammer>  
<https://www.aknds.de/architekt-werden/eintragung-bei-der-architektenkammer>

**Rechtsbehelf**

Possibility of bringing an action before the Administrative Court of Hanover.

**Kurztext**

In addition to the list of architects, the Chamber of Architects also maintains the list of external service providers who use the protected professional title

- "Architect"
- "Landscape architect"
- "Interior architect" or
- "urban planner"

or a word combination or similar designation with one of the professional titles (e.g. architectural office) and intend to work in Lower Saxony

Modul	Sachverhalt
Ansprechpunkt	Lower Saxony Chamber of Architects
Zuständige Stelle	Lower Saxony Chamber of Architects
Formulare	<p>Forms:</p> <ul style="list-style-type: none"> <li>• Application for entry in the list of external service providers of the Chamber of Architects of Lower Saxony together with the above-mentioned evidence</li> <li>• online (insert link as soon as set up)</li> </ul> <p>or in writing</p>
Ursprungsportal	Antrag auf Eintragung in das Verzeichnis der auswärtigen Dienstleisterinnen und Dienstleister bei der Architektenkammer Niedersachsen (§ 14 NArchG), Application for entry in the list of external service providers at the Chamber of Architects of Lower Saxony (§ 14 NArchG)