

# A PRACTICAL GUIDE FOR THE NEW CITIZEN



RUDERSDAL  
KOMMUNE

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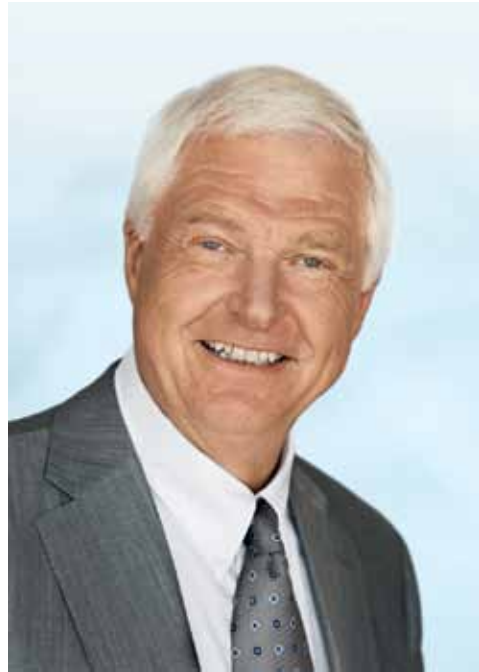
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# DEAR CITIZEN OF RUDERSDAL



Erik Fabrin, Mayor

## Welcome to Rudersdal!

Rudersdal is located where the Copenhagen suburb ends and the forests, lakes and open landscapes of North Zealand begin. It is a cluster of large and small communities, surrounded by beautiful scenery and home to almost 55,000 people.

## The Best Place to Live!

The vision of the municipal council is to make Rudersdal the best place to live for all its citizens, regardless of age and origin. We work to make that vision true every day.

## Around Rudersdal

Rudersdal is a green municipality. We have a rich culture and leisure life and with more than 300 clubs and associations, there is a wide variety of opportunities for everybody. Along the Rudersdal Route, you will find beautiful surroundings and inspiration for exciting and diverse outdoor activities, which are so beneficial to our health.

## A Digital Municipality

In Rudersdal, we aim to take advantage of the technological possibilities that are available to us. As a citizen of Rudersdal, you can access your own digital universe on the internet, where we have gathered the most important and relevant information for you and your family. We call it "Min Rude" (My Window).

I hope that this guide will make you feel welcome to Rudersdal and allow you to have a pleasant and enjoyable time in Denmark.

Sincerely,  
Erik Fabrin  
Mayor

Written and edited by  
RelocationScandinavia &  
Spousecare  
02.2011



! Please note that some of the internet links on Rudersdal Municipality's website are only in Danish as we have not translated the whole website into English yet. The links to other websites give information in English.

**WELCOME TO  
RUDERSDAL**

## Rudersdal Municipality

Rudersdal Municipality has a population of almost 55.000 people. It was created by joining both Birkerød and Søllerød municipalities, which took place on 1 January 2007.

The Town Hall, created by the famous Danish architect Arne Jacobsen, is situated in Holte, and we have offices in Birkerød and Gammel Holte as well.

Rudersdal Municipality covers 73,2 square kilometres and is situated in the north of Zealand.



## The Coat of Arms

Rudersdal Municipality's coat of arms is inspired by two important characteristics of the municipality's long history: the beginnings of deforestation and Kongevejen that is cutting through the area.

The idea was to use a simple image to illustrate what characterises the area. An image that links the history of the area to today's merged community and, despite vast changes, that still grasps the atmosphere of the past villages and a life surrounded by forest and nature.

The result is the leaf stalk of the ash tree, which has roots in Nordic mythology and was part of the old forest, which was removed to create place for the villages in the Viking Age. The individual leaves refer to these clearings and the leaf from the ash is also a symbolic image of the urban communities that are part of Rudersdal Municipality. The stalk, Kongevejen, is the important link between these communities.

## Main Services of the Municipality

The main services that Rudersdal offers its residents include:

- Day care and kindergartens for children under the age of 7
- Schools for children from 7 to 17 years old
- Libraries, local sports facilities and other cultural activities
- Homes for the elderly and in-home care for those who live alone
- Grants for certain social benefits such as payment of cash assistance and pensions
- Integration of refugees and immigrants
- Job search and employment projects for the unemployed
- Public utilities, environmental measures and emergency services.



RUDERSDAL  
KOMMUNE

Rudersdal Municipality's coat of arms was designed by Peter Bysted and reflects nature, life and growth. Of course, it is also open to individual interpretation.

**ENJOY LIFE IN  
RUDERSDAL**



## Holte Library

Borrow books, films, music, audio books in a variety of languages – or download them to your home PC

### Libraries

At your local library, you can:

- Use the public library services, most of which are free of charge
- Access 1700 newspapers from 70 countries online via LibraryPressDisplay
- Enjoy exhibitions, lectures and events for children and adults
- Ask your librarian for an update on cultural and leisure activities in your municipality or general information about Denmark or read about what goes on at the libraries at [www.rudersdalbibliotekerne.dk](http://www.rudersdalbibliotekerne.dk)
- Use computers connected to the internet or access the wireless network free of charge
- Borrow books, films, music, audio books in a variety of languages – or download them to your home PC
- Access national collections via [bibliotek.dk](http://bibliotek.dk), order them and pick them up at your local library
- Pick up brochures and pamphlets about many different topics, such as tourist information, etc.
- Make photocopies, scan, print or send a fax
- Buy a cup of coffee and relax with a magazine on a comfortable chair or sofa.



## Main Library, Birkerød

Access 1700 newspapers from 70 countries online via LibraryPressDisplay

There are 4 libraries in Rudersdal:

### Main Library, Birkerød

Stationsvej 38  
DK-3460 Birkerød  
E-mail: [bibliotek@rudersdal.dk](mailto:bibliotek@rudersdal.dk)  
Phone: 46 11 57 00  
Fax: 46 11 57 11    Opening hours:  
Monday to Thursday: 10 a.m. – 7 p.m.  
Friday: 10 a.m. – 6 p.m.  
Saturday: 10 a.m. – 2 p.m.  
Sunday: 1 Oct. to 31 Mar. – 1 p.m. – 5 p.m.

### Holte Library

Holte Midtpunkt 23, 2. sal  
2840 Holte  
E-mail: [holbib@rudersdal.dk](mailto:holbib@rudersdal.dk)  
Phone: 46 11 58 00  
Fax: 46 11 58 11    Opening hours:  
Monday, Tuesday, Thursday: 10 a.m.– 7 p.m.  
Wednesday: 12 p.m. – 7 p.m.  
Friday: 10 a.m. – 5 p.m.  
Saturday: 10 a.m. – 2 p.m.  
Sunday: Closed

### Nærum Library

Biblioteksalléen 3  
2850 Nærum  
E-mail: [naerbib@rudersdal.dk](mailto:naerbib@rudersdal.dk)  
Phone: 45 80 04 86  
Fax: 45 80 05 68    Opening hours:  
Monday, Tuesday: 10 a.m. – 6 p.m.  
Wednesday, Thursday: 12 p.m. – 6 p.m.  
Friday: 12 p.m. – 5 p.m.  
Saturday: 10 a.m. – 1 p.m.  
Sunday: Closed

### Vedbæk Library

Henriksholms allé 2  
2950 Vedbæk  
E-mail: [vedbib@rudersdal.dk](mailto:vedbib@rudersdal.dk)  
Phone: 45 17 40 40  
Fax: 45 89 33 50    Opening hours:  
Monday: 10 a.m. – 4 p.m.  
Tuesday and Thursday: 1 p.m. – 7 p.m.  
Wednesday and Friday: 1 p.m. – 4 p.m.  
Saturday: 10 a.m. – 1 p.m.  
Sunday: Closed

## History, Museums and Architecture

Rudersdal also boasts some important historical sites. The remains of some of the earliest people in Denmark – Stone Age hunters, dating back some 7,000 years – have been found in Vedbæk.

Present day urban society has roots dating back to the Viking Age, when the peasants would clear tracts of land in the great forests of North Zealand.

There are a number of beautiful churches in the area, in particular the medieval church in Birkerød with its magnificent 14th century murals. And everywhere, patrician villas and manor houses from the 18th, 19th and 20th centuries intermingle with charming cottages and contemporary single-family houses with well-tended gardens to typify the urban and rural landscapes.

Read more about the architectural heritage, monuments and churches of Rudersdal [here](#).

## Cultural Life

The many associations found in Rudersdal and its rich cultural life bear witness to the active participation of its residents. There are excellent libraries, museums and two cinemas. Moreover, the municipal cultural centre stages a diversity of concerts, shows and travelling exhibitions.

Children are well served with some of the best schools in the country and a wide range of leisure pursuits to choose from, including theatre, children's galleries and special programmes for summer holiday activities.

There are three cultural centres in Rudersdal:

- **Havarthigaarden** was built by Hanne and Hans Nielsen in 1861-66. Today it is an independent institution that functions as a community centre with varying exhibitions and events.
- **The Mantziusgårde Cultural Centre** consists of Mantziussalen, (which was opened in 1994 and is one of the country's foremost acoustic venues), the rectory wing, and a number of other buildings that comprise the administration, conference rooms, rehearsal rooms, a foyer with exhibits, etc.
- **The Mariehøj Cultural Centre** is a culture and leisure centre that includes municipal administration and a number of sports and workshop functions, a music school and a youth program.



**The Vedbæk Finds on Gl. Holtegård**

## Outdoor Life in Rudersdal

Rudersdal is one of the greenest municipalities in Northern Zealand. Beautiful forests and open green areas offer plenty of opportunities to move about in nature. There are many ways to enjoy nature in Rudersdal – by sea, by land, on horseback, on bike, on foot, running or on skis. Many of the area's forests possess rich ancient sites, in the form of burial mounds, passage graves, etc.



Vedbæk beach

## Forests and Green Areas

There are a number of forests and green areas in Rudersdal. With its 583 hectares, Rude Forest is the largest forest in Rudersdal. It goes from Høsterkøbvej to the north, Rudersdalvej to the south, and from Kongevejen to the west and beyond Hørsholm Kongevej to the east. Rude Forest has dams, channels and carp ponds, dating back to the times of Christian IV of Denmark. A large part of the forest is a nature reserve. It has overnight spots and places for bonfires. It has a nature school and a ski slope for cross-country skiing.

In Rudersdal, you can also enjoy smaller forests and green areas, each with its own characteristics and charm:

- [Bistrup Hegn](#)
- [Enrum Skov](#)
- [Eskemose Skov](#)
- [Frederikslund Skov](#)
- [Geels Skov](#)
- [Høje Sandbjerg](#)
- [Jægersborg Hegn](#)
- [Kirkeskoven](#)
- [Kohave Skov](#)
- [Næbbegård Plantage](#)
- [Ravneholm Skov](#)
- [Rude Skov](#)
- [Rygård Overdrev - Søllerød Naturpark](#)
- [Sandbjerg Østerskov](#)
- [Trørød Skov](#)

## Lakes, Marsh Areas and Streams

In the area, there are also many lakes, marsh areas and streams which offer the opportunity to experience a rich vegetation and enjoy bird and wildlife.

Furesøen is Denmark's deepest lake and one of the largest in Northern Zealand. The birdlife near the lake is very rich and with 15 different species of fish, it is popular amongst anglers (Please note that you need a valid angling licence. Contact the [Danish Directorate of Fisheries](#) for more information).

Between Bistrup and Holte, there is a lake and marsh area called Vaserne with a rich birdlife, a pavilion and a bird tower.

The stream, called Mølleåen, follows the southern border of Rudersdal. It runs through Ravnholm Forest, which is often called "The Danish Switzerland," and Jægersborg Hegn.

You can paddle or canoe down the stream. [The Nature Academy in Raadvad](#) is an option for outings for schools in Rudersdal, Lyngby and Gentofte.

You can lease boats and canoes at [Nybro Kanoudelejlning](#).

You can also find your own favourite oasis among these:

- [Birkerød Sø](#)
- [Bøllemosen](#)
- [Kikhanerenden](#)
- [Maglemosen](#)
- [Sjælsø](#)
- [Søerne i Rude Skov](#)
- [Søllerød Sø](#)
- [Vejlesø](#)

## Parks

You can go for a refreshing stroll, go for a walk with the stroller or the dog, find a bench and read a book, enjoy the surroundings or have a chat with the other park visitors when you venture to one of the many parks in Rudersdal:

- [Barokhaven ved Gl. Holtegaard](#)
- [Cathrinelystparken](#)
- [Den romantiske landskabshave](#)
- [Enrum Park](#)
- [Furesøparken](#)
- [Hestkøbgårdsparken](#)
- [Holte Havn Park](#)
- [Lokeshøj](#)
- [Nordvanggårdsparken](#)
- [Præstegårdslunden og -haven](#)
- [Struckmannparken](#)

## Beaches and Marinas

Rudersdal is surrounded by water. To the north you will find Sjælsø, to the southeast Furesøen, to the south Mølleåen, and last but not least Øresund to the east. The municipality makes random quality checks of the water at the following beaches:

### Furesøen

- at Birkerød Roklub
- [Kinabugten](#) (China Bay) baths at Store Kalv

### Sjælsø

- [Sjælsø Beach east of Jægerhytten](#)

### Øresunds coast

- The north and the south beaches at [Vedbæk](#)
- The Beach at Lokeshøj ([Frydenlund Strand](#)) on Vedbæk Strandvej across from Enrumvej
- The beach at Struckmannparken on Skodsborg Strandvej
- [Skodsborg Beach Park](#) across from Høje Skodsborgvej. Rikke Marie Hjemmet

Vedbæk Havn (harbour) is the only real harbour in Rudersdal. It was founded in 1917-19; it is 2.5 metres deep and has 450 berths. Today the harbour functions as a marina but continues to house fishermen and angling trips can be organised there.

Baadfarten sails on the lakes by Holte and Lyngby. The route Frederiksdal – Luknam – Birkerød – Jægerhuset – Holte sails on Sundays and holidays from the first weekend of May until the last weekend of September. Kinabugten (China Bay), Skodsborg Marina Park and Holte Marina are also part of Rudersdal Municipality.

## The Rudersdal Route

The Rudersdal Route is unique. The purpose of the Rudersdal Route and the idea behind it is to make it easier and more enjoyable to engage in active and healthy activities. The Rudersdal Route contains a number of routes with various themes that combine nature and exercise. Read more about the Rudersdal Route [here](#).



**Race at the Rudersdal Route**

## Sports, Clubs and Associations

As in the rest of Denmark, Rudersdal has many clubs and associations. We offer all kinds of activities for you to enjoy in your spare time. Joining a club or association of your interest is also a great way to meet Danes. If you are looking to join a sports club or association, you can search for them in our "[Association Directory](#)" (Foreningsregister). The directory is in Danish, but with a dictionary by your side it should be fairly easy to find specific types of clubs and associations. Contact the individual club or association for more information in English. You can also contact your local library for more information about sports, clubs and associations in Rudersdal.



**Sommerholiday sports**

Rudersdal accommodates the following clubs and associations:

- Evening schools
- Trade organisations
- Leisure time associations (clubs for card games, stamp collecting, dogs, angling, hunting, role play)
- Sports clubs (American football, athletics, badminton, basketball, billiards, boxing, table tennis, cycling, scuba diving, ballroom dancing, angling, football (incl. indoor), golf, gymnastics, hockey, dog training, handball, jiu-jitsu, judo, martial arts, canoeing and kayaking, karate, crochet, running, orienteering, petanque, horseback riding, rowing, yachting, mini sports, senior sports, chess, skiing, shooting, squash, Nordic walking, swimming, taekwondo, tennis, underwater rugby, water polo, waterskiing, volleyball)
- Cultural and social associations (arts, music, choir, dancing, theatre and movies, local history, preservation of nature, cycling, senior clubs, charity work)
- Umbrella organisations (Rudersdal Sports Committee, BUS Rudersdal (The Council for children and young people in Rudersdal), Rudersdal Cultural Umbrella)
- Political organisations
- Scout associations

## Sports Facilities

The municipal sports facilities and swimming pools are extensively used by young and old alike and with the recent opening of a new sports and activity centre in Birkerød, the array of sports and leisure activity facilities for the public are today better than ever.

Rudersdal has several sports arenas:

### Birkerød Idrætscenter (Sports Centre)

Bistrupvej 1  
3669 Birkerød

### Rundforbi Idrætsanlæg

Egebækvej 118-120  
2850 Nærum

### Rudegård Idrætsanlæg

Kongevejen 164-168  
2840 Holte

[Click here](#) to read more about sports facilities including tennis, golf, public swimming pools, angling, sailing, rowing, horseback riding, etc.

## Evening Schools

In Denmark, many people attend evening schools that offer courses in a variety of subjects. These include language courses and other academic courses such as philosophy, history, children's education as well as different lectures on cultural subjects. These schools also offer courses in physical education, cooking, sewing, painting, singing and much more. Many of the evening schools offer special courses for new residents.

A fee is charged for the courses. However, the schools receive a municipal subsidy so students do not pay the full cost of these courses.

- [Birkerød fritidsskole](#)
- [LOF](#)
- [AOF Nordsjælland](#)
- [Rudersdal Musikskole](#)
- [FOF Rudersdal](#)
- [Helikon Akademi](#)

## Shopping and Dining

Shopping in Rudersdal can be done in and around the several town centres.

**Birkerød Hovedgade** is a cosy pedestrian street with a wide selection of shopping places. There are several places to buy groceries, there are cafés and eateries and a cinema with two theatres. In the vicinity of the main street, there is the main library (Hovedbiblioteket) and the post office (Birkerød Posthus). **Holte Midtpunkt** or downtown Holte opposite Rudersdal town hall is a shopping centre with a number of specialty shops, supermarkets, a post office, a café and a restaurant. Along Holte Stationsvej, Øverødvej (where there is a cinema), and Kongevejen, there are several shops and restaurants that together comprise Holte city centre. **Nærumvænge Torv** (square) includes a number of specialty shops, a pharmacy and a restaurant. Across from the square, you will find Nærum post office. Not far from Nærumvænge is Nærum Hovedgade, where you will also find a number of shops.

In addition to the mentioned main centres above, there are smaller, local shopping centres in Bistrup, Trørød and Vedbæk.

You can find an address list for restaurants in Rudersdal [here](#). Moreover, Copenhagen and all that it has to offer – theatres, museums, exhibitions, shopping, conferences and much more – is only a short drive away.



## Søllerød Kro

The area is littered with fine restaurants. One of them is the renowned Søllerød Kro, who has a Michelin star.



## Birkerød idrætscenter (sports centre)

## Events/Calendar

A number of events take place in Rudersdal municipality all year round. You can read about these events in Kulturkalenderen (the cultural calendar) on :

[www.rudersdal.dk/kulturkalenderen](http://www.rudersdal.dk/kulturkalenderen)

## Culture night

See Kulturparaplyen (the cultural umbrella)

## Kulturparaplyen (the cultural umbrella)

Kulturparaplyen is an organisation with the main purpose of acting as a tie between organisations, individuals, and others with a vested cultural interest in arranging cultural activities in Rudersdal. Kulturparaplyen is behind the annual Kulturnat (culture night) in Birkerød.

[www.kulturparaplyen.dk](http://www.kulturparaplyen.dk)

## Library events

Every year, Rudersdal libraries host events for children, adolescents, and adults. Every spring and fall the libraries issue pamphlets on these events. You may also read up on what goes on at the libraries on:

[www.rudersdalbibliotekerne.dk](http://www.rudersdalbibliotekerne.dk)



## Flea markets

Søllerød flea market is a fixed flea market that takes place every Sunday on the parking place next to Holte Stationsvej (across from rådhuset [town hall] and Holte Midtpunkt). Opens the second Sunday in April and closes down for winter the second Sunday in October.

[www.birtetove.dk](http://www.birtetove.dk)



## Mantziussalen on Mantziusgården

Mantziussalen is one of the country's primary acoustic rooms. Each year a large number of concerts, shows and more are held here. Mantziussalen is part of Kulturcenter Mantziusgården. [www.mantziusgaarden.dk](http://www.mantziusgaarden.dk)

# **PRACTICAL INFORMATION**

## Registration and CPR Numbers

To register and obtain a CPR number and a health card, you need to:

Apply in person to the Citizen Services office (Borgerservice) in your municipality of residence and bring along your:

- Residence and work permit \*
- Passport
- Marriage certificate and children's birth certificates, if applicable.

\* To obtain a residence and work permit, you need to apply to one of the two immigration authorities: the Regional State Administration (Statsforvaltningen) or The Immigration Service (Udlændingetjeneste). Your country of citizenship determines at which authority you should apply. The rules differ between Nordic citizens, EU/EEA citizens and citizens from non-Nordic/EU/EEA countries. [Read more here.](#)

Please note that children over the age of 18 must apply for or hold their own residence permit.

It is important to get your CPR number and yellow health card. You need to give your CPR number in almost all official offices and banks, etc.

It is very important that you bring the original documents from your home country (birth certificate, marriage licence, driver's licence, medical file, professional certificates, diplomas, etc.)

Also, please remember to put your name on your door or on your mailbox in order to receive your post!

Please note that you also have to notify your local municipality and the national registration office when you move either within Denmark, or abroad.

## Yellow health card

It is important to get your CPR number and yellow health card. You need to give your CPR number in almost all official offices and banks, etc.

## Health Care

### Public Health Service

Once you have received your CPR number and yellow health card, you are covered by the Danish public health care system. We call the yellow health card "Sundhedskort" in Danish.

On your yellow health card, your name, address and CPR number are registered, as well as your doctor/GP's telephone number and address. A doctor/GP is "læge" in Danish. If you wish to change GPs, you are entitled to do so with a fee of approx. 175 kr. to get a new yellow health card.

### Making an Appointment

If you need to see your GP, be sure to call and make an appointment, preferably between 8 and 9 a.m. Most GPs have office hours from 8 a.m. to 4 p.m., Monday to Friday. You will be given an appointment no later than five days after the time of your call. If you are feeling very unwell, your GP will probably make room to see you on the day.

### Examination, Treatment and Referral

The GP will examine you and decide on the next step. You may be given a prescription. The GP can also refer you for further examination or treatment by a specialist, for example, a dermatologist or a gynaecologist. Visits to a specialist are also free. Your GP may also refer you to a specialist where you will have to cover some of the fee. This could be for treatments

by a physiotherapist or a psychologist. Finally, your GP can arrange for you to be hospitalised, if this is deemed necessary.

If you need to see a specialist, your GP will give you a referral letter ("henvisning" in Danish) with the name and telephone number of the specialist. With this referral, your treatment is covered by the public health care. Also note that even if your GP has put down the specific name of a specialist, you are still free to go somewhere else and choose your own specialist, as long as you tell them that you have a referral letter from your GP.

### Vaccination Programme

Contact your GP about the vaccine programme in Denmark and if you have children, remember to take their medical files with you. In Denmark, there is a specific vaccination programme for children.



In Denmark, there is a specific vaccination programme for children.

# IN CASE OF EMERGENCY

## Doctors on Call ("Lægevagten" in Danish)

If you need to get in touch with a GP outside office hours, you can call: "Lægevagten" (Doctors on Call) which is a service line where you get to talk to a GP that can help you decide how to proceed. If needed, the GP can send a prescription directly to one of the pharmacies that are open 24/7, where you will be able to pick up the medicine.



## Doctor on call/Lægevagten

### Call on 38 69 38 69

The "Lægevagten" is open from 4 p.m. until 8 a.m. and 24 hours on Saturdays, Sundays and holidays.

**! Please remember to have your CPR number ready when you call.**



## Emergency

In acute life-threatening emergencies such as fire, grievous bodily harm and acute illness, call **112**.

### In case of an emergency call 112

#### Police

If you need to get in contact with the police, call **114**. You will be connected to the police station nearest you. In an emergency, still call **112**.

## Pharmacies ("Apoteker" in Danish)

In Denmark, you need a prescription from your GP to get hold of medicine and most of them can only be bought at pharmacies.

### Pharmacies' Opening Hours

Pharmacies are usually open from 9:30 a.m. to 5:30 p.m. on weekdays and from 9:30 a.m. to 2 p.m. on Saturdays. The following pharmacies are open 24 hours:

Lyngby Svane Apotek  
Lyngby Hovedgade 27  
2800 Lyngby  
Tel: 45 87 13 83

Hillerød Frederiksborg Apotek  
Slotsgade 26  
3400 Hillerød  
Tel: 48 26 56 00



## Having a Baby

Ask your GP about the pregnancy programme. Your GP will offer to enrol you in the public pregnancy programme in Denmark.

### Examination by the GP or Midwife

Pregnant women have the right to an examination by a GP or midwife. The first check-up is with your own GP when you have reached your ninth week of pregnancy. It is up to you to make this appointment. When you have entered your 10-12th week of pregnancy, you can go for an examination that will show whether there is any risk of the child having chromosomal abnormalities, such as an increased fetal nuchal translucency (back of the neck) to enable detection of Down's syndrome or certain hereditary diseases. Your GP or midwife will talk to you about the examination.

### A Case File - For You and Your Child

The GP opens a "case history" that you must take with you to all examinations by the GP or midwife. In the file, the GP or midwife records the progress of the pregnancy. The purpose of examinations is to monitor how you and the baby are doing.

### Birth Preparations

You can go to antenatal courses and learn all about what happens to your body during pregnancy and the development of the baby. You will also learn how to do breathing and physical exercises for a healthy pregnancy and as preparation for the birth. Ask your midwife about available courses. You can bring your husband or another person with you to the courses.

## Birth

In Denmark, most women give birth in a hospital. You decide where and how you want to give birth. You can bring your husband or another person along to the birth. It is also possible to have the baby at home. Consult your midwife to discuss all your options.

### On the Maternity Ward

If your baby is born in a hospital, you and the child will be moved to a room on the maternity ward. Here you can get help in looking after the baby and advice on breast feeding and care of the newborn.

### Birth Certificate, Naming and Christening

Once the baby is born, the parents must fill in a form which is to be sent to the Registrar of the State Church, who then issues a birth certificate. It is the Danish National Church that registers all new births, irrespective of religion, on behalf of the state. You must therefore inform the Registrar of the State Church of the baby's name. This must be done before the child reaches six months. You can find a naming form at [www.personregistrering.dk](http://www.personregistrering.dk). The child will then receive a birth certificate.

The child can also be named during a christening ceremony in the Danish National Church or another recognised religious community. The child's birth certificate will be presented at the ceremony.

### The First Name Must be Approved

A child can have one or two first names. You can choose from a list of approved names by logging onto the Department of Family Af-

fairs' website at [www.familiestyrelsen.dk](http://www.familiestyrelsen.dk). If you want a name that is not on the list, you can apply to have it approved. An application form is available from the Registrar of the State Church.

### Parental Leave

All pregnant women have the right to a period of maternity leave both before and after birth. The child's father can also take paternity leave for a fixed period. The public authorities and certain private companies have agreements to ensure that employees are paid during their parental leave.

Parents who do not receive a salaried parental leave can receive parental maintenance from their municipal authority. This also applies to self-employed people if they have had their business for a minimum of six months. Parents of small children are also entitled to parental leave. Ask your municipal authority for the specific conditions.

## The Health Visitor

You have the right to be visited by a health visitor ("sundhedsplejeske" in Danish). You can have the first visit a week after the mother and child have come back from the hospital. After that, you agree on future visits. The role of the health visitor is to advise you so that you and the child get off to the best possible start. The health visitor examines the child and follows his/her development. The health visitor focuses on the welfare of the whole family and offers advice on any matters on which you may have questions.

### Mother Groups

The health visitor can organise a mother group with several women who have given birth at around the same time. The mothers meet at each other's houses or in a place organised by the health visitor to talk and exchange experiences. Ask your health visitor if there are any mother groups that you could join.

## Parental Leave

All pregnant women have the right to a period of maternity leave both before and after birth. The child's father can also take paternity leave for a fixed period



## Facts about Parental Leave in Denmark.

Pregnant women can take leave for four weeks before the birth and they are obliged to be on leave for the first two weeks right after the birth.

- After the birth, the mother is entitled to 14 weeks of maternity leave.
- The father is entitled to 2 weeks of paternity leave within the first 14 weeks after the birth of the child. Altogether, parents are entitled to 52 weeks of paid parental leave.
- When the child is 14 weeks old, the parents are entitled to an additional 32 weeks of parental leave between them. It is a condition, however, that both parents are working in Denmark.

Public employees receive full salary during parental leave. As a minimum, private employees are entitled to benefits, but they may be able to negotiate a higher pay.

## Dental Care

When you have your yellow health card, you are free to choose a dentist among practicing dentists in Denmark. There is a large variety of dental services and most dentists are able to do most of the treatments themselves.

If you have children under the age of 18, they get free dental care. People over 18 pay for dental care, which is also subsidised so patients do not pay the full fee for treatments. The state subsidy is already included when you receive the invoice from the dentist.

You have to make an appointment to see a dentist. If you want to have regular check-ups, your dentist will send you a reminder for you to book your next check-up.

Remember to bring your yellow health card when going to the dentist!

## Childcare and Schools

In Denmark, most parents work and they place their children in a nursery, day care or kindergarten during the day. Once the parental leave is over, children go to day care or nursery until they are 2 years and 10 months old. After that, most children go to kindergarten or preschool ("børnehave" in Danish) until they start school, at around 6 or 7 years old.

### Applying for Childcare

It is your responsibility to contact the Citizen Services office (Borgerservice) and register your child for a place in a nursery, kindergarten or school. Depending on which city you live in, you should expect waiting lists so you should get organised and apply early. In case the municipality cannot give you a place immediately, your child's name will be placed on a waiting list. The earlier you put down your child's name, the greater the chance of finding a place when you need it. However, you cannot register before the child has received his/her CPR number.

We recommend that you visit or contact different places, in order to find one that satisfies you. Note that not all kindergartens have English speaking staff, but the kindergarten can apply for language support if they find it necessary for the well-being of your child.

Also note that the children spend a lot of time outdoors and they should have clothes to match the Danish weather.

Read more about childcare [here](#).

Before starting school, all children with a non-Danish background are offered a language evaluation to know if they need support and therefore begin school at Toftevangsskolen, which has a special reception class. After three months at that school, children are transferred to their local school, where the reception class team will continue to give support, for as long as necessary.

### Paying for Childcare

The price of childcare is determined by the municipal board, but according to state law, parents must not be charged more than 25-28% of the cost of the child's care in the institution. This cost is also influenced by whether the institution offers meals or not.

You can read more about childcare [here](#), or about having children and general family life [here](#).

Contact your Citizen Services office for more information or to sign up for childcare.



## Childcare and School

In Denmark most children go to kindergarten or preschool until they start school, at around 6 or 7 years of age

## Schools and After School

Most Danish children who have reached school age go to the public school nearest their home. In general, children start school in the calendar year when they have their sixth birthday. As a general rule, there is a space for your child in the school that is nearest to where you live. However, if there are available places in other schools, you have the right to choose.

If you would like your children to attend a Danish public school, you can contact the Citizen Services office in your municipality. They will inform you about which schools in your municipality offer enrolment in special classes for children that do not speak Danish. In Danish, we call these classes “modtagerklasser,” which literally means “reception classes.”

Contact the [School Department](#) to learn more about “modtagerklasser.”

After school hours, there are a number of caretaking possibilities, depending on which city you live in. Most schools have an after-school “club” for the children. The caretaking and the youth school activities are typically located at or near the school that your child is attending. You have to sign up and pay for the after-school. Contact the Citizen Services office for more information.

## Young in Rudersdal (Ung i Rudersdal)

For children and young people between 12 and 25, Rudersdal offers a wide range of activities through Ung i Rudersdal (Young in Rudersdal), where young people can join a club and meet others their own age.

### Youth Clubs

Klub 13 is for our young residents in the 6th and 7th grade and Klub 17 is for our young residents from the 8th grade and up. Find your local club [here](#).

### Leisure Time Courses

Ung i Rudersdal offers more than 100 different courses, including languages, arts, sports and technical education through the Leisure Time Education Programme, available to all our young residents.

### Holiday Activities

Ung i Rudersdal coordinates holiday activities for a large number of local associations. Note that you will have to sign up for these activities. You can search the catalogue at: [www.ungirudersdal.dk](http://www.ungirudersdal.dk)

### Events for Young Residents

During the year, we arrange a number of parties and events for young people. You can find more information at: [www.ungirudersdal.dk](http://www.ungirudersdal.dk)

Contact Ung i Rudersdal on 4611 5900, via e-mail at [ungi@rudersdal.dk](mailto:ungi@rudersdal.dk) or at [www.ungirudersdal.dk](http://www.ungirudersdal.dk) for more information.



## Young in Rudersdal

For children and young people between 12 and 25, Rudersdal offers a wide range of activities through Ung i Rudersdal (Young in Rudersdal), where young people can join a club and meet others their own age.

## Child Benefit

Children under the age of 18 are automatically registered and families receive child benefit every three months.

The requirements are that you are registered and pay tax in Denmark. If you already receive child benefit from another country, this will be deducted in the benefit you receive from your municipality.

In order to receive child benefit, you need a NemKonto (See section 3.5.1) account at a Danish bank.

## Tax in Denmark

The tax system incorporates many rules and laws and even though you do not need to know all of them, you will inevitably need to know the basics about the tax system. In this section of the guide, you will find answers to many of the questions you might have regarding tax, such as: How much must I pay in taxes? How can I register my car? Can I do my tax returns electronically?

Almost all young people and adults living in Denmark pay tax, irrespective of whether they have a job, are students or unemployed or whether they receive money from the state or a municipality. Twice a year, everybody receives a letter from the Danish tax authority – SKAT – asking them to check and approve figures. It is therefore useful to know a little bit about the tax system and what your responsibilities are.

## Why Pay Tax?

The Danish welfare state is, among other things, based on the concept that citizens having equal access to the different services paid for by taxes. Everybody must be able to get help in difficult situations, for example, in case of unemployment or serious illness. In these situations, citizens must be able to obtain financial assistance, medical help, hospital treatment, etc. All children are required to attend ten years of schooling and have the possibility of having higher education, all paid for by the state. The tax rate is one of the highest in the world as Denmark has a very large public sector that offers many services that people in other countries often have to pay for.

To help you get to grips with taxes in Denmark, you might find the following links helpful: In Denmark, it is possible to deal with tax electronically. [Here](#) you can read more on the e-tax card

Between 10 March and 15 April each year, SKAT will send you an annual tax statement and an information card. You must check the figures on your annual tax statement and report any changes or additions. You can read more [here](#).

SKAT has a special tax scheme for researchers and key employees recruited from abroad. You can read more [here](#).

You can obtain tax deductions if you travel to work by car or public transport. Read more about which rules apply [here](#).

If you are looking to register your own car in Denmark, you can read more [here](#).

At [workindenmark.dk](http://workindenmark.dk) you can read more about [advice on taxation from experts](#).

tax

SKAT has a special tax scheme for researchers and key employees recruited from abroad



## Insurance and Banking (NemKonto)

### Bank Account & “NemKonto”

It is necessary to have a bank account in Denmark. In most cases, you need it to receive your salary as well as other supplements from the municipality, such as child benefit and pensions, which are paid directly into your bank account.

Once you have your CPR number, you can go into any bank and set up an account. Once you have a bank account, you can arrange to have your bills paid automatically from your account.

When you open a bank account, the bank will issue a cash card which you can use to withdraw money at your bank, at the bank’s cash point machines and at most shops. The most common cash card is “Dankort,” which is valid all over Denmark. You can use the card to withdraw money and to pay for goods in most shops. You will be sent a PIN code which you will need in order to use the card at cash point machines and shops. Some shops will require a signature instead of a PIN code.

Many banks offer a combined Visa/Dankort card. With a Visa card, you can pay for goods and services and withdraw money in most parts of the world.

“Netbanking” is widely used in Denmark and many banks offer this service in English. Ask your bank for further details.

### NemKonto

Most residents in Denmark occasionally receive payments of some kind from the state. These payments can be tax refunds, child subsidies, pensions, student loans, unemployment benefit, housing support or social welfare payments.

Everybody in Denmark – citizens and companies alike – must have a designated NemKonto Easy Account, which is basically the account where you receive your salary. You must choose one account as NemKonto if you have several bank accounts. Read more about NemKonto Easy Account [here](#).

If you are in doubt whether you have a “NemKonto” or you do not know which one of your accounts is your “NemKonto,” then ask your bank and they will let you know.



### Insurance

You can insure yourself and your family by taking out private insurance. There are many insurance companies and many different types of insurances, from life, accident and liability insurance to household, health and car insurance.

Prices, terms and conditions vary from company to company, making it difficult to gain an overview. The most expensive insurance is not always the best.

You should give careful consideration to which types of insurances and how much coverage you need, as well as the amount of excess you want to pay.

### Compulsory Insurances

In Denmark, two types of insurance policies are compulsory by law:

- Car Insurance
- Third party liability insurance for dogs.

### Car Insurance

If you buy a car in Denmark, you must take out Third Party Liability Insurance as this type of insurance is compulsory in Denmark. The insurance covers liability for claims resulting from the car being used as a vehicle.

In addition, you may choose to take out comprehensive car insurance which will cover any damage to your car and loss in case of theft.

You can take out insurance with or without deductible. If you take out insurance with deductible, the deductible will apply to each and every claim.

### Family Insurance

All insurance companies offer family insurance which covers all family members living at the same address. It also provides coverage for children under 21 living on their own. A family insurance includes contents, liability and legal aid.

### Household Contents Insurance

A very useful insurance available in Denmark is the Household Contents Insurance - the Comprehensive Family Insurance. It covers loss of and damage to personal effects, furniture and other household contents resulting from fire, theft, burglary and water damage. It also covers your personal liability and when you are travelling, your luggage is also covered.

Bicycles are only covered when locked with a lock approved by the Danish Institute for Informative Labelling or Tryg. The lock certificate must be kept as proof and must be presented to the insurance company in case of theft. You also have to state the frame number of the bicycle.

### Buildings Insurance

The Buildings Insurance/House Insurance in general covers:

- Fire and damage to buildings
- Attack by dry rot, fungi and insects
- Broken glass and sanitary fixtures
- Extended piping/cable insurance

Insurance cover is provided on the basis of the full rebuilding value provided that the house is sufficiently maintained.

### Liability Insurance

Liability insurance covers you in the event that a member of the family – or your dog – causes injury to a third person(s) and their possessions.

### NemID & “Min Rude”

NemID is the new digital signature that everyone in Denmark must have by 2010. The purpose is that all citizens have one login for public and private services on the Internet.

The way you log in will always be the same, whether you are accessing your online banking, e-Boks or the local public authorities' self-service, or whether you are checking your insurance or retrieving your tax return from the Danish tax authorities, SKAT. Read more about NemID [here](#).

In Rudersdal, we use “Min Rude” (My window), where you can access all your personal information and look for different opportunities in Rudersdal. In order to login to “Min Rude,” you need to have a NemID.



## “Min Rude”

In Rudersdal, we use “Min Rude” (My window), where you can access all your personal information and look for different opportunities in Rudersdal

### Transportation Driving in Denmark

Below is information that you need to know before driving a car in Denmark:

- Always carry a valid driver's licence, the certificate of registration and proof of third party insurance.
- Drive on the right, overtake on the left and give way to traffic coming from the right.
- A warning/hazard triangle is obligatory in the car.
- Seat belts are compulsory for front and rear seat occupants, if fitted.
- Children less than 135 cm tall must use approved safety seating devices (child seat or booster seat) adapted to their height and weight.
- If the car has been approved without seat belts, children under the age of 3 are not allowed in the car. Children over 3 years old but less than 135 cm tall must be seated in the back seat.
- If the car has been approved with seat belts in the front seats, one child under 135 cm may be placed on the front seat in an approved safety seating devices (child seat or booster seat), adapted to their height and weight.
- For motorcyclists, a safety helmet is compulsory. Motorcycles are allowed to tow a trailer or trailer device, whereas mopeds are not.
- Vehicles and motorcycles must use dipped headlamps even in the daytime and in clear weather. Fog lamps must only be used in foggy weather or heavy rain, and not in built-up areas.

- The depth of the treads in the tyre must be at least 1.6 mm. Studded tyres are not compulsory in Denmark. If fitted, they are only to be used between 1 November and 15 April, and only if fitted on all 4 wheels.
- It is not permitted to drive a vehicle in Denmark while using a handheld mobile phone. Violation amounts to a fine of approx. DKK 500.
- Indicator lights must be used when changing lanes on motorways, prior to and after overtaking. Violation amounts to a fine of approx. DKK 500. In case of sudden danger on motorways, such as sudden queues, warning lights must be activated in order to warn fellow-road users.
- The minimum age for driving, provided you hold a licence, is 18 for both a car and a motorcycle.
- Give way to buses that signal to pull out from bus stops.
- As a rule, pedestrian crossings are zebra crossings. Speed must be adjusted so as not to endanger pedestrians who are already in the crossing or those stepping into it.
- At junctions and roundabouts, give way to pedestrians crossing the lane you are entering, and give way to cyclists and mopeds that are going straight when you want to turn.
- When turning right, pay special attention to cyclists and mopeds as they have right of way.
- It is forbidden to drive under the influence of alcohol or medication.

Click [here](#) for more information about driving in Denmark including speed limits, motorways, toll roads, tyres, lights, mobile phones, alcohol limits, lay-bys, seat belts, special signs, duty to give way and accidents.

### Stopping and Parking

Stopping and parking is as a rule permitted on the right side of the road but prohibited on main roads and motorways.

Private cars may park two wheels on the pavement only if pedestrians are not inconvenienced. It is not legal to park in the bicycle lanes. Please note that in cities, stopping on the side of the street for more than 3 minutes is prohibited in several places.

Unlawfully parked cars get a fine of approx. DKK 510. The fine may have to be paid on the spot. The police are further authorised to tow away any unlawfully parked car, the charges in connection herewith are added to the amount of the fine.

Limited-time parking is always indicated on signs. Hours ("Time" in Danish) in black or white refer to workdays except Saturdays, hours in brackets refer to Saturdays, and hours in red refer to Sundays and holidays. Parking discs must be used wherever limited parking is allowed. Set the disc to show your time of arrival at the parking spot. Parking discs are available from gas stations, banks, etc.

### Converting Your Driver's Licence

If you want to drive a vehicle in Denmark, it may be necessary to have your foreign driver's licence exchanged to a Danish one.

Check [here](#) to get more information about what to do.

### Public Transport

The Greater Copenhagen area, including Rudersdal, has a well-developed, modern and safe public transportation system, which gives you the possibility to get around easily without a car.

#### Trains & Metro

In the Greater Copenhagen area, you can get around using the S-train (DSB S-tog) and in inner Copenhagen, you can also use the Metro.

You can find the S-train area and timetables here, and you can see the Metro map and timetables here.

To travel outside the Greater Copenhagen area, contact the DSB Customer Centre to book or buy tickets, or to get information about train services in general.

You can travel around the country using local railways.

#### Buses

There are a lot of different bus companies operating all over Denmark. However, very few of them have an English website. In the city of Copenhagen and in the municipalities of Frederiksberg, Roskilde and Copenhagen, the buses are run by a bus company called HUR.



## Public Transport

Try [www.rejseplanen.dk](http://www.rejseplanen.dk). There you can plan your travels in Danish, German and English



## Driver's licence

If you want to drive a vehicle in Denmark, it may be necessary to have your foreign driver's licence exchanged to a Danish one

## Zones

The Greater Copenhagen area is divided into different zones. At bus stops and train/metro stations, you will find coloured zone maps that inform you of the fare for your journey.

The most expensive coloured zone you pass through on your journey from A to B determines the fare you have to pay. You pay for a minimum of two zones and a maximum of nine zones.

You can take as many connections as you like on the Metro, the buses and the S-trains as long as your ticket is valid, and if they share the same ticket system.

Make sure to check that the time, date and departure zone are correct – both when you buy single tickets and when you stamp your discount cards at the machines on the bus or at the stations. On the bus, you enter at the front and show, buy or stamp your ticket or 10-trip card; on the bus and Metro, random checks are made.

## Cash Ticket

You can buy a cash ticket for the number of zones you want to travel through. Travelling through two zones (inner city area) for one hour costs DKK 23 for adults.

You can buy your ticket at the counter inside the ticket office (not all stations have a ticket office) or at the ticket machines inside the stations. If you take the bus, you can buy your ticket from the driver, but remember to bring coins.

You can also buy your ticket on your mobile whenever you want to travel by bus, train or the Metro. Read more [here](#).

## 10-Trip Card

A 10-trip card contains ten journeys and is available for the number of zones you want to travel in. You save approximately 40 percent of the fare compared to a cash ticket. A 10-trip card for two and three zones cost respectively DKK 135 and DKK 175. The 10-trip cards can be purchased at the ticket offices, from the ticket machines at all stations and in many kiosks.

## FlexCard and Monthly Season Ticket

If you plan to travel a lot, you can buy a FlexCard for seven or 30 days for two, three, four, five, six, seven, eight or all zones. The FlexCard gives you unlimited travel and can be shared by different users, although not at the same time. You can also subscribe to a monthly season ticket. Bring a passport photo to a DSB station ticket office in order to buy your first season ticket. After that you can renew it online. Students get a special discount on the monthly season ticket.

## Children

A child under the age of 12 travelling alone must pay the child fare (until age 16), which is approximately 50 percent of an adult fare. Up to two children under 12 years old travel free when accompanied by an adult with a valid ticket or card. Up to four children under the age of 12 can travel together (without an adult) on one adult ticket.

## Dogs, Bicycles and Strollers

Note that you need special tickets to take public transport with dogs and bicycles. In 2010, you were able to bring your bike on the S-train for free. At this point we do not know if the offer will continue in 2011. You can take a stroller for free on public transport but make sure to place it in the designated stroller area. To take them on buses, you have to signal to the driver first and then enter through the middle exit with the stroller. If the bus is packed or if there are already two strollers on the bus, the driver is allowed to refuse another one.

## Journey Planner

With Rejseplanen (Journey Planner), it is possible to plan your journey on trains and buses, and you can view timetables. The Journey Planner covers all of Denmark. On [Rejseplanen](#), click on the British flag icon on the bottom of the page to get the service in English.

## By Bicycle

Most Danes own a bicycle and Danish children learn to cycle at a young age. 36% of commuters go to work by bike in Copenhagen. Cycling is widely practiced across the country due to the many cycle lanes that provide a safe and secure environment for cyclists. You may notice that a large part of the bicyclists are wearing a bicycle helmet. Doing so is not (yet) compulsory but widely acknowledged and you will only very rarely come across young children without a helmet. For more info about cycling in Denmark, click [here](#).

**36% of commuters  
go to work by bike  
in Copenhagen**



## National Holidays

	2011	2012	2013	2014
New Year's Day	January 1	January 1	January 1	January 1
Maundy Thursday	April 21	April 5	March 28	April 17
Good Friday	April 22	April 6	March 29	April 18
Easter Monday	April 25	April 9	April 1	April 21
General Prayer Day	May 20	May 4	April 26	May 16
Ascension Day	June 2	May 17	May 9	May 29
Constitution Day	June 5	June 5	June 5	June 5
Whit Monday	June 13	28 May	20 May	June 9
Christmas Eve	December 24	December 24	December 24	December 24
Christmas Day	December 25	December 25	December 25	December 25
Boxing Day	December 26	December 26	December 26	December 26

Please note that most shops, banks, restaurants and museums are closed on these national holidays.



## Learning Danish

Most foreigners who move to Denmark as adults are offered free Danish lessons.

The municipality offers two types of Danish classes:

- **Danskuddannelse** (Danish language education) – general language classes for everyone
- **Intro-dansk** – a short course for employed people

Classes are given during the day, in the evening or weekends.

Several language schools offer classes via the Internet. Some companies also offer Danish lessons to their foreign staff at the workplace.

### Danskuddannelse

Danskuddannelse is language education that can be taken over three years. The course is divided into six modules and is completed with a state controlled test.

There are three types of courses: Danskuddannelse 1, 2 and 3. You are placed in the appropriate course according to your previous education.

The tests which complete Danskuddannelse 2 and 3 are important as you will need to pass them if you are seeking a permanent residence permit or Danish citizenship.

## Intro-dansk

Intro-dansk is a basic Danish course. The course is divided into five parts of 50 hours. There are no tests.

The level of the Danish classes roughly corresponds to the first two modules of Danskuddannelse but classes are more directed towards employed people.

Intro-dansk could be the right offer for you if you have arrived in Denmark within the last 12 months and are employed.

If you have previously attended Danskuddannelse, you cannot switch to the Intro-dansk course. However, you can change from Intro-dansk to Danskuddannelse.

Rudersdal collaborates with [Sprogcenter Hellerup](#) and [Nordsjælland Sprogcenter](#) in Hillerød. Contact [Jobcenter Rudersdal](#) or our language consultant on 4611 3034 for more information.

## Online Danish

Online Danish is a free online Danish course, offered by the Danish Ministry of Integration, which makes it possible for foreigners to learn Danish before coming to work in Denmark.

At present, Online Danish is under development and is expected to be launched by 1 March 2011.

There are however other possibilities to learn Danish online for both beginners and more practiced users. [Click here](#) to learn Danish online

# **ABOUT YOUR HOUSEHOLD**

## Garbage

### Household Garbage

Your household garbage is collected every week, normally on a fixed day between Monday and Friday.

It is required that you have an approved garbage container (you can buy one via the municipality, but most properties already have one when you move in). The garbage collectors will provide the bags for your container.

If you live in a house, it is your responsibility that the outdoor garbage container is accessible for garbage collection once a week. [Learn about the rules here](#) (in Danish, but with illustrations) or contact Miljøafdelingen (Department for Environmental Issues) if in doubt.

### Teknik og Miljø

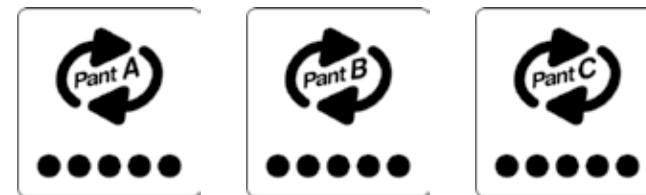
Øverødvej 2, 2840 Holte  
Tlf. 46 11 24 06  
teknikogmiljoe@rudersdal.dk

### Opening hours:

Monday to Wednesday, 10 a.m. to 3 p.m.  
Thursday, 10 a.m. to 5 p.m.  
Friday, 10 a.m. to 1 p.m.  
Phone hours:  
Monday to Wednesday, 10 a.m. to 3 p.m.  
Thursday, 10 a.m. to 5 p.m.  
Friday, 10 a.m. to 1 p.m.

## Recycling

In Denmark, most bottles and cans that you buy are part of the Danish deposit and return system. You can return these bottles and cans at any supermarket and get your deposit back. Here are the amounts of the deposits, according to the Pant (A, B or C):



DKK 1.00      DKK 1.50      DKK 3.00

Bottles and glass that are not included in the deposit and return system can be recycled by depositing them in the designated glass recycling stations, placed at different locations around the city. You can also recycle paper, magazines and newspapers.

[Click here](#) to find a glass or paper recycling station near you.



Recycle

## Garden Refuse

Garden refuse includes windfall fruit, leaves, weed, grass, small roots, topsoil and mould, flowers, branches, hedge trimmings and everything that transforms into compost.

Put your garden refuse in a designated garden container. Contact HCS to buy a container (Tel: 43 29 96 25, email: dagrenovation@hcs.dk), or buy a standard one from a home improvement store.

You must sign up at Miljøafdelingen to have your garden refuse collected. Miljøafdelingen will also inform you on the current fee. From April to November, garden refuse is collected once a week on a fixed day. The container must be available on the sidewalk by 6 a.m. on the collection day.



Garden Refuse

## Bulk Refuse

Bulk refuse includes furniture, appliances, doors, lumber, mattresses, bicycles, etc. Everything must be tagged "SKRALD" (bulk refuse/garbage) to avoid mistakes.

Trailers, motorcycles, mopeds, cars, boats or parts of these are not collected as bulk refuse.

Bulk refuse is collected 6 times a year; in February, April, June, August, October and December. You can arrange bulk collection from Holte Flytte- og Vognmandsforretning ApS, Tel: 45 41 01 47. You must arrange for collection no later than 1 p.m. on the last Friday of the month before the collection.

Phone hours are: Monday to Thursday 8 a.m. – 4 p.m. and Friday 8 a.m. – 1 p.m.

If you live in the district of Søllerød, your bulk refuse will be collected on the first Tuesday or Wednesday of the collection month.

- Tuesday: Gl Holte, Vedbæk, Trørød, Skodsborg and Nærum east of the motorway.
- Wednesday: Holte.

If you live in the district of Birkerød, your bulk refuse will be collected on the second Tuesday or Wednesday of the collection month.

- Tuesday: Houses
- Wednesday: Apartment buildings

Note that there are limitations regarding size and quantity. As a general rule, two men must be able to carry your bulk refuse.

### Recycling Centres

You can also dispose of your refuse at one of the recycling centres below. Here you can also hand in batteries, paint and other toxic waste:

#### Containerhaven in Nærum

Rundforbivej 174  
Nærum

#### Genbrugsstationen in Birkerød

Blokken 60  
Birkerød

They are open every day from 10 a.m. to 6 p.m. and closed on 24, 25, 31 December and 1 January.

Ask for help from the staff to make sure that you use the right containers for your particular type of refuse.

If you need more information about garbage, recycling, garden or bulk refuse, you can contact Miljøafdelingen, or you can always ask your neighbours.

### Name Plates

Remember to put your name on your door or on your mailbox as soon as possible in order to be able to receive your mail. Important documents, such as your CPR number and the yellow health card can get delayed or lost if your family name is not on your door or mailbox.

### Obligations

#### Removing Snow from Your Sidewalk

It is your obligation to keep your sidewalk free from snow and ice during the winter. If you do not clear your sidewalk, you will be held liable if passing people slip, and both the post service and the garbage collectors can refuse to service you if they are unable to access your property safely.

#### Pest Control

If you see rats or find rat droppings in your property, immediately contact the Citizen Services office (Borgerservice) for pest control.

### DR Licens (Television Licence)

The TV licence is a utility bill and the fee is set by Parliament for a four-year period. The bi-annual collection of the licence fee is handled by DR Licens, part of DR's administration. (DR is the National Danish Television).

In Denmark, you are legally required to register with DR Licens when you are of legal age. You need to register, within 14 days of procurement, whether you own, lease, or borrow your appliances, regardless of whether you make use of DR's services or not.

The Media Licence, which came into effect on 1 January 2007, covers appliances such as TV sets, radios, video or DVD recorders, computers with internet access, mobile phones and similar electronic devices that also work as a television or radio receiver. The Radio Licence covers radios only.

A licence covers all appliances in the household, including in a car, a boat, and at a summer residence.

A household includes:

- the licence payer
- his/her spouse or partner
- children; minors and children of legal age living at the residence and registered with the National Register of Persons (CPR) at the same address.

### Concession

Pensioners on old-age pension, with a personal allowance rate of 100 percent, can apply for a concessionary licence at 50 percent of the full licence fee. Please contact your local Citizen Services office (Borgerservice) for further information and to get an application form. The blind need to make a Radio Licence registration only. In Denmark, students do not get a concession.

### Registration

Please register [here](#) or call DR Licens at 7020 1313.

### Cancellation

If you no longer have any of the above-mentioned appliances, you need to cancel your licence fee registration in writing or use the cancellation form as soon as possible. The cancellation takes effect from the day it is received by DR Licens and cannot be backdated. Contact information:

DR Licens- og Programservice  
Postboks 888  
0999 København C  
Fax: 35 20 52 00  
Tel: 70 20 13 13

[www.dr.dk/OmDR/Licens/sprog/english.htm](http://www.dr.dk/OmDR/Licens/sprog/english.htm)

**RUDERSDAL  
CITIZEN SERVICES  
(BORGERSERVICE)**



## The Bridge of Sighs

“The Bridge of Sighs” – The sculpture bridge in Birkerød connects the first floor of an administration building to the main library and a communal building. The footbridge was designed by artist Egon Fischer and is an exciting and untraditional example of the combination of architecture and art. Inside there is a glockenspiel that the audience can play on.

Municipality Services (Borgerservice) is your point of entry to Rudersdal Municipality. You can reach us by phone on 46 11 00 00 or e-mail: [rudersdal@rudersdal.dk](mailto:rudersdal@rudersdal.dk). You can also meet us in person at the Citizen Services office:

### Citizen Services/Borgerservice

Town Hall  
Øverødvej 2  
DK-2840 Holte  
Regarding:  
Passport  
Driver's licence  
Civil Registration System (CPR).  
Registration and CPR number  
Health insurance  
Changing your GP

### Citizen Services/Borgerservice, Administration Centre

Stationsvej 36  
DK-3460 Birkerød  
Regarding:  
Maternity pay  
Childcare  
Family allowance

### Garbage

Teknik og Miljø, Natur og Miljø  
Town Hall  
Øverødvej 2  
2840 Holte  
Tel: 46 11 24 00

[teknikogmiljoe@rudersdal.dk](mailto:teknikogmiljoe@rudersdal.dk)

Opening hours: Monday - Wednesday 10 a.m. – 3 p.m., Thursday 10 a.m. – 5 p.m. and Friday 10 a.m. – 1 p.m.  
Phone hours: Monday - Wednesday 10a.m. – 3 p.m., Thursday 10 a.m. – 5 p.m. and Friday 10 a.m. – 1 p.m.

### Schools and Reception Classes

Stationsvej 36  
3460 Birkerød  
Tel: 46 11 00 00

[folkeskoler@rudersdal.dk](mailto:folkeskoler@rudersdal.dk)

Opening hours: Monday - Wednesday 10 a.m. – 3 p.m., Thursday 10 a.m. – 5 p.m. and Friday 10 a.m. – 1 p.m.  
Phone hours: Monday - Wednesday 10a.m. – 3 p.m., Thursday 10 a.m. – 5 p.m. and Friday 10 a.m. – 1 p.m.

### Danish Language and Employment

Jobcenter Rudersdal  
Stationsvej 36  
3460 Birkerød  
Phone: 46 11 30 00

[jobcenter@rudersdal.dk](mailto:jobcenter@rudersdal.dk)

Opening hours: Monday - Wednesday 10 a.m. – 3 p.m., Thursday 10 a.m. – 5 p.m. and Friday 10 a.m. – 1 p.m.  
Phone hours: Monday - Wednesday 10a.m. – 3 p.m., Thursday 10 a.m. – 5 p.m. and Friday 10 a.m. – 1 p.m.

### Weddings

If you wish to get married, contact your local Citizen Services office (Borgerservice) for more information and find out which documents to bring according to your country of origin.

# **OTHER USEFUL LINKS AND ADDRESSES**

### **New to Denmark.dk**

This is the official portal for foreigners which covers the topic of integration. It is run by the Ministry for Refugee, Immigration and Integration Affairs (a.k.a. the Integration Ministry) and the Danish Immigration Service, which is a department within the Integration Ministry. Here you can also find:

- **Citizen in Denmark**

Information for new citizens about Danish society.

- **Informationguide**

Here you can find more information about taxes, legal issues, housing, finding a job, learning Danish, healthcare, banks and insurance, salaries, pensions and working conditions, education, cost of living and Danish culture, norms and values.

### **Denmark**

Denmark.dk is Denmark's official internet representative. It is hosted by the Danish Ministry of Foreign Affairs.

### **Expat in Denmark**

Expat in Denmark is the country's first official network for foreign professionals. The Expat in Denmark network is jointly run by the Danish Ministry of Economics and Business Affairs and a consortium made up of the Danish Chamber of Commerce (Dansk Erhverv), The Copenhagen Post newspaper, and the Danish Bankers Association (Finansrådet).

### **Living and working in Denmark**

A booklet on work life in Denmark, from an expat perspective.

### **Skat.dk**

The official English website for the Danish Tax and Customs Administration – SKAT.

### **Work in Denmark**

Workindenmark.dk is the official website in Denmark for international recruitment and jobs. A number of Danish government authorities support this website. The Danish Labour Market Authority developed the site and is responsible for it.

### **KultuNaut**

Denmark's largest electronic culture calendar with approx. 30,000 current and upcoming events.



**RUDERSDAL**  
KOMMUNE

Øverødvej 2, 2840 Holte  
Tlf. 46 11 00 00  
Fax 46 11 00 11  
rudersdal@rudersdal.dk  
www.rudersdal.dk

**Openinghours**

Monday – Wednesday 10 am – 3  
pm  
Thursday 10 am – 17 pm  
Friday 10 am – 1 pm