

Operator Upload Requirement

Guidance notes for operators providing driver and vehicle data

Operator Upload Information Sheet

Following amendments to the Private Hire Regulations, as a licensed private hire operator you are required to provide us details of the drivers and vehicles you have used to fulfil private hire bookings or have had available to you to fulfil bookings on a weekly basis. We will use the information provided for data analysis.

PROCESS

Follow the process shown in the guidance given below to ensure that you provide the correct data in the correct format each week, as required.

Why?

- ✓ **Easy to access** – Visit our website, create an account and log in each week
- ✓ **Quicker** – Once logged in, upload your weekly vehicle and driver data.
- ✓ **Easier** – A user guide is available to guide you through the process, along with downloadable templates
- ✓ **Safe and secure** - Your account is only accessible via your personalised account details

Who?

- ✓ The **Nominated Representative** will need to login to their online account to upload driver and vehicle data every week, securely and on time.

Where?

- ✓ TfL Website - www.tfl.gov.uk/ph-operators

When?

- ✓ On the **Monday of every week, you are** required to upload two separate reports

What information to declare?

- ✓ Licensed Private Hire Vehicle (PHV) operators must provide the full PHV licence numbers as they appear on the corresponding paper licence held

If you have not had any drivers or vehicles available and/or have not traded, then you must only email confirmation of your non trading status to TPHOperators@tfl.gov.uk.

1. Driver data report

- ✓ Drivers you have used to fulfil private hire bookings **AND**
- ✓ Drivers you have had available to you to fulfil bookings in the previous week

2. Vehicle data report

- ✓ Vehicles you have used to fulfil private hire bookings **AND**
- ✓ Vehicles you have had (used) available to you to fulfil bookings in the previous week

Failure to meet our requirements may also lead to licensing action, which may include revocation of your licence. For further information regarding operator upload, visit www.tfl.gov.uk/ph-operators.

The requirements for licensed operators and the Private Hire Regulations can be found by visiting our [regulation changes](#) page. If you wish to contact us, please email us at TPHOperators@tfl.gov.uk.