

How to provide an upload of the details for your drivers and vehicles in support of your London PHV Operator's Licence



PRIVATE HIRE



How to provide an upload of the details for your drivers and vehicles

As a licensed private hire operator you are required to provide us with the details of the vehicles and drivers you have used to fulfil private hire bookings or have had available to you to fulfil bookings on a weekly basis. Each Monday, all operators are required to provide the relevant data for the previous week

Providing the data for the details of your drivers and vehicles to us is referred to as an “upload”. The week that an upload is required to be provided is referred to as the ‘upload period’

This guidance will provide you with the information you will need to be able to locate, and use, the option to provide an upload from within your online customer account on the Taxi and Private Hire Portal





You will also be able to advise of any upload period(s) where you were not trading as a licensed private hire operator and so you would not then need to provide an upload for the relevant upload period(s)

To be able to provide an upload, you will need to have successfully registered for an online customer account and linked your existing PHV Operator’s licence to your account



How to provide an upload of the details for your drivers and vehicles

Please do check that you meet the following criteria in order to be able to provide an upload for the details of your drivers and vehicles via your online customer account:

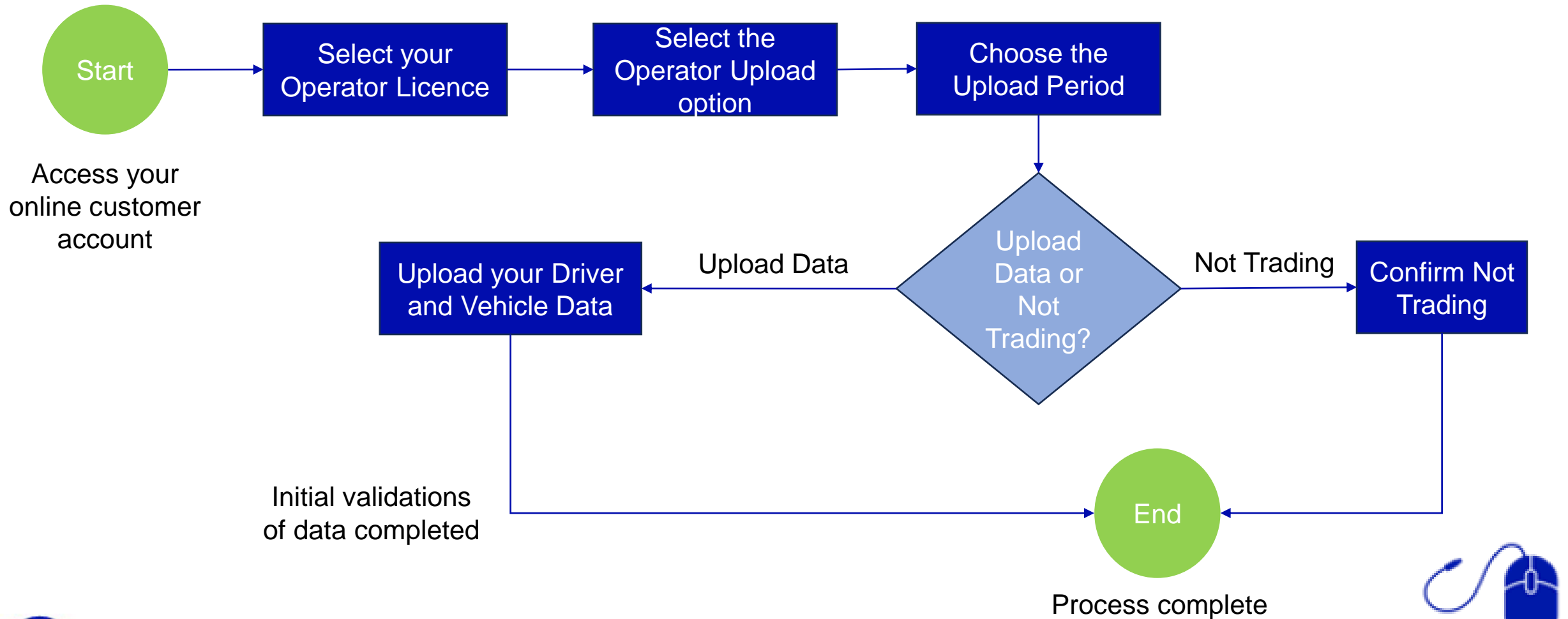
-  You have a 'active' London PHV Operator's Licence granted by TfL
-  You have an 'active' and valid online customer account on the Taxi and Private Hire Portal
-  Your online customer account is linked to the PHV Operator's Licence for which you need to provide an upload for the details of your drivers and vehicles
-  You have all the relevant details for each of your drivers and vehicles. This could be by entering them individually or providing them via uploading an approved template

You will need to log-in to your online customer account to be able to provide an upload for the details of your drivers and vehicles for the relevant upload period(s)



How to provide an upload of the details for your drivers and vehicles

Below is a brief overview of the process to provide an upload:



How to provide an upload of the details for your drivers and vehicles

For each 'Upload Period', you will need to provide separate data for:



Drivers

All the drivers that you have used to fulfil private hire bookings, or have had available to you to fulfil bookings on a weekly basis



Vehicles

All the vehicles that you have used to fulfil private hire bookings, or have had available to you to fulfil bookings on a weekly basis

Note: You will need to enter the details for your drivers and vehicles as they appear on the private hire driver and vehicle paper licences that were granted by TfL

For drivers: This would be the licence number and the driver's forename and surname

For vehicles: This would be the licence number and the vehicle's VRM and make



How to provide an upload of the details for your drivers and vehicles

There are 2 types of upload that you can use to provide your details:



Manual

You can manually enter the details for each of your drivers and vehicles for the relevant upload period



File Upload

You can provide an upload of a file that contains the details for all your drivers and vehicles for the relevant upload period

Note: For a **File Upload**, there are approved templates available for you to provide your driver and vehicle data

It is for you to decide which is your preferred method of providing your upload



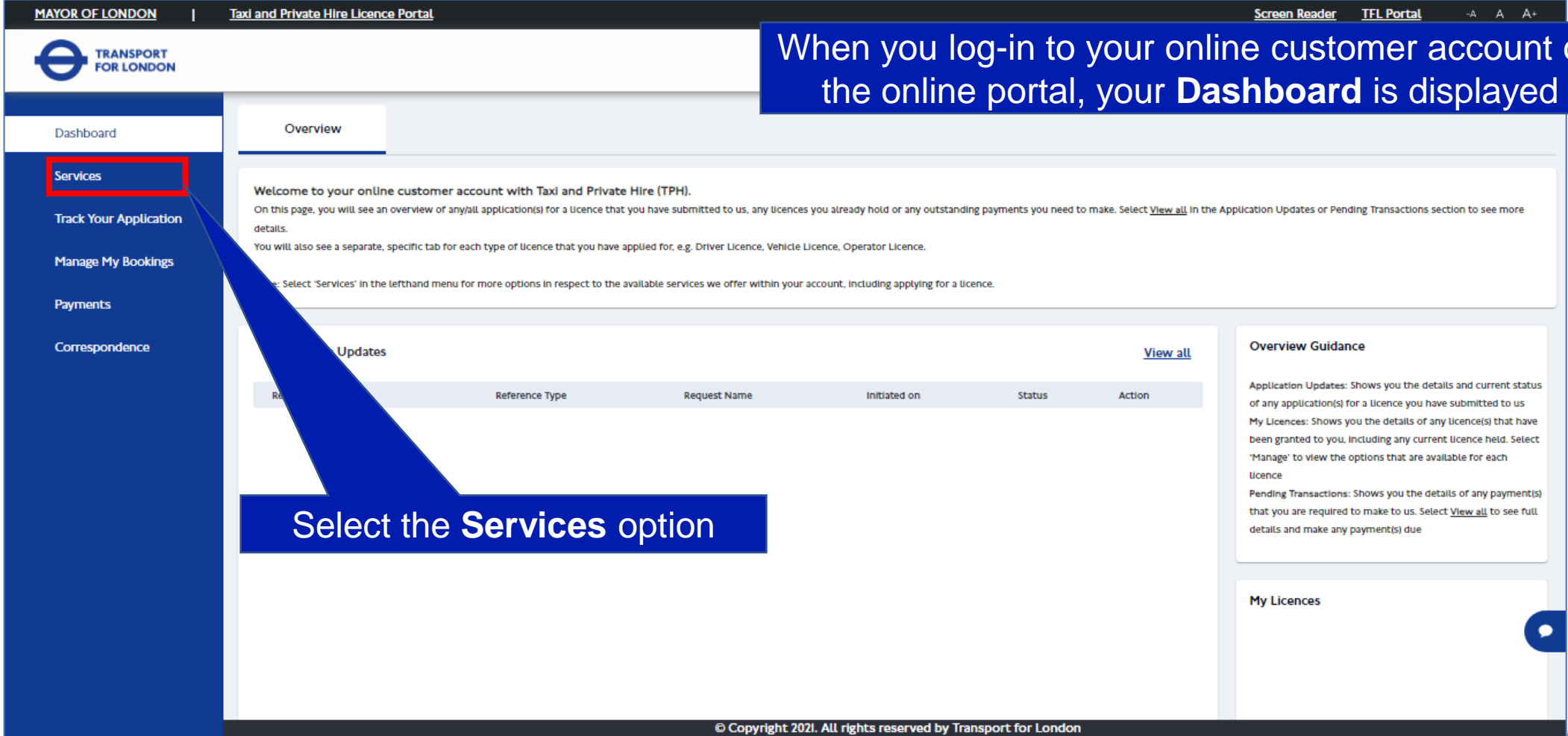
How to provide a 'Manual' upload of the details for your drivers and vehicles in support of your London PHV Operator's Licence



PRIVATE HIRE



How to provide a 'Manual' upload of details for drivers and vehicles



MAYOR OF LONDON | Taxi and Private Hire Licence Portal

Screen Reader TFL Portal -A A A+

TRANSPORT FOR LONDON

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Overview

Welcome to your online customer account with Taxi and Private Hire (TPH).
On this page, you will see an overview of any/all application(s) for a licence that you have submitted to us, any licences you already hold or any outstanding payments you need to make. Select [View all](#) in the Application Updates or Pending Transactions section to see more details.
You will also see a separate, specific tab for each type of licence that you have applied for, e.g. Driver Licence, Vehicle Licence, Operator Licence.
Please select 'Services' in the lefthand menu for more options in respect to the available services we offer within your account, including applying for a licence.

Application Updates [View all](#)

Reference	Reference Type	Request Name	Initiated on	Status	Action
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Overview Guidance

Application Updates: Shows you the details and current status of any application(s) for a licence you have submitted to us
My Licences: Shows you the details of any licence(s) that have been granted to you, including any current licence held. Select 'Manage' to view the options that are available for each licence
Pending Transactions: Shows you the details of any payment(s) that you are required to make to us. Select [View all](#) to see full details and make any payment(s) due

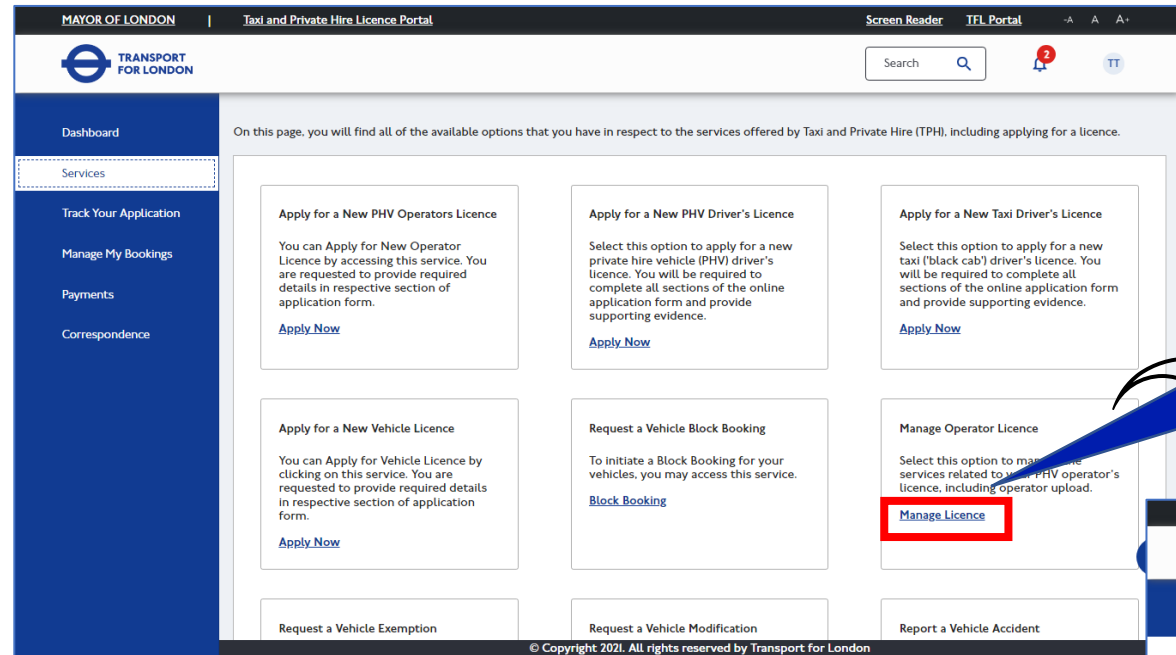
My Licences

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Taxi and Private Hire Portal

How to provide a 'Manual' upload of details for drivers and vehicles



MAYOR OF LONDON | Taxi and Private Hire Licence Portal

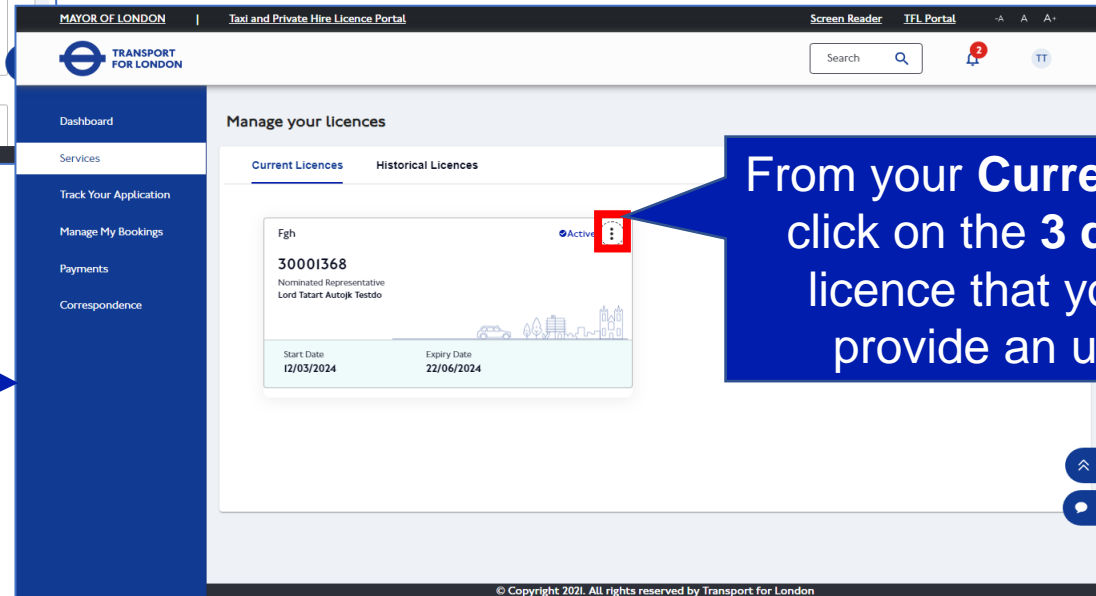
On this page, you will find all of the available options that you have in respect to the services offered by Taxi and Private Hire (TPH), including applying for a licence.

- Apply for a New PHV Operators Licence
- Apply for a New PHV Driver's Licence
- Apply for a New Taxi Driver's Licence
- Apply for a New Vehicle Licence
- Request a Vehicle Block Booking
- Manage Operator Licence
- Request a Vehicle Exemption
- Request a Vehicle Modification
- Report a Vehicle Accident

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The **Services** page is displayed

From the **Manage Operator Licence** card, click **Manage Licence**



MAYOR OF LONDON | Taxi and Private Hire Licence Portal

Manage your licences

Current Licences | Historical Licences

License Number	Status
Fgh 30001368 Nominated Representative Lord Tatart Autojok Testdo	Active

Start Date: 12/03/2024 | Expiry Date: 22/06/2024

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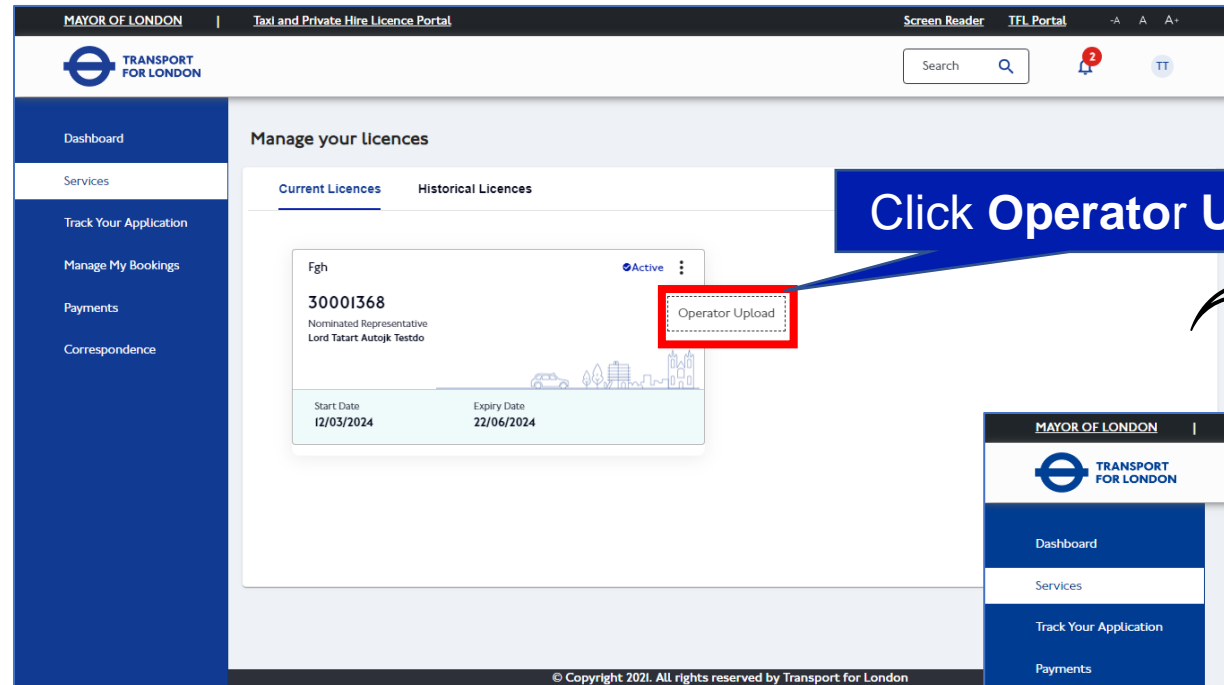
The **Manage your licences** page will open with all your **Current Licences** displayed (and any **Historical Licences**)

From your **Current Licences** click on the **3 dots** for the licence that you want to provide an upload for



Taxi and Private Hire Portal

How to provide a 'Manual' upload of details for drivers and vehicles



MAYOR OF LONDON | Taxi and Private Hire Licence Portal

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Manage your licences

Current Licences Historical Licences

Fgh Active

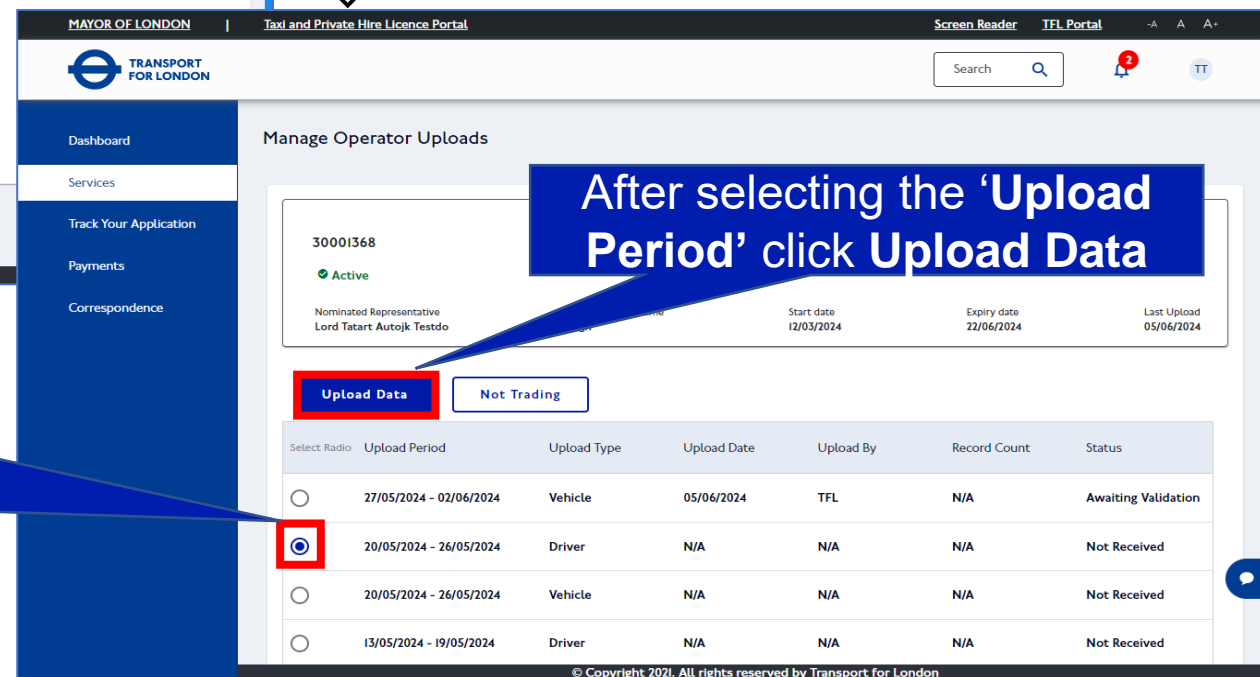
30001368
Nominated Representative
Lord Tatart Autojok Testdo

Operator Upload

Start Date 12/03/2024 Expiry Date 22/06/2024

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The Manage Operator Uploads page is displayed with all the relevant Upload Period details shown



MAYOR OF LONDON | Taxi and Private Hire Licence Portal

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Manage Operator Uploads

30001368 Active

Nominated Representative Lord Tatart Autojok Testdo

Start date 12/03/2024 Expiry date 22/06/2024 Last Upload 05/06/2024

Upload Data Not Trading

Select Radio	Upload Period	Upload Type	Upload Date	Upload By	Record Count	Status
<input type="radio"/>	27/05/2024 - 02/06/2024	Vehicle	05/06/2024	TFL	N/A	Awaiting Validation
<input checked="" type="radio"/>	20/05/2024 - 26/05/2024	Driver	N/A	N/A	N/A	Not Received
<input type="radio"/>	20/05/2024 - 26/05/2024	Vehicle	N/A	N/A	N/A	Not Received
<input type="radio"/>	13/05/2024 - 19/05/2024	Driver	N/A	N/A	N/A	Not Received

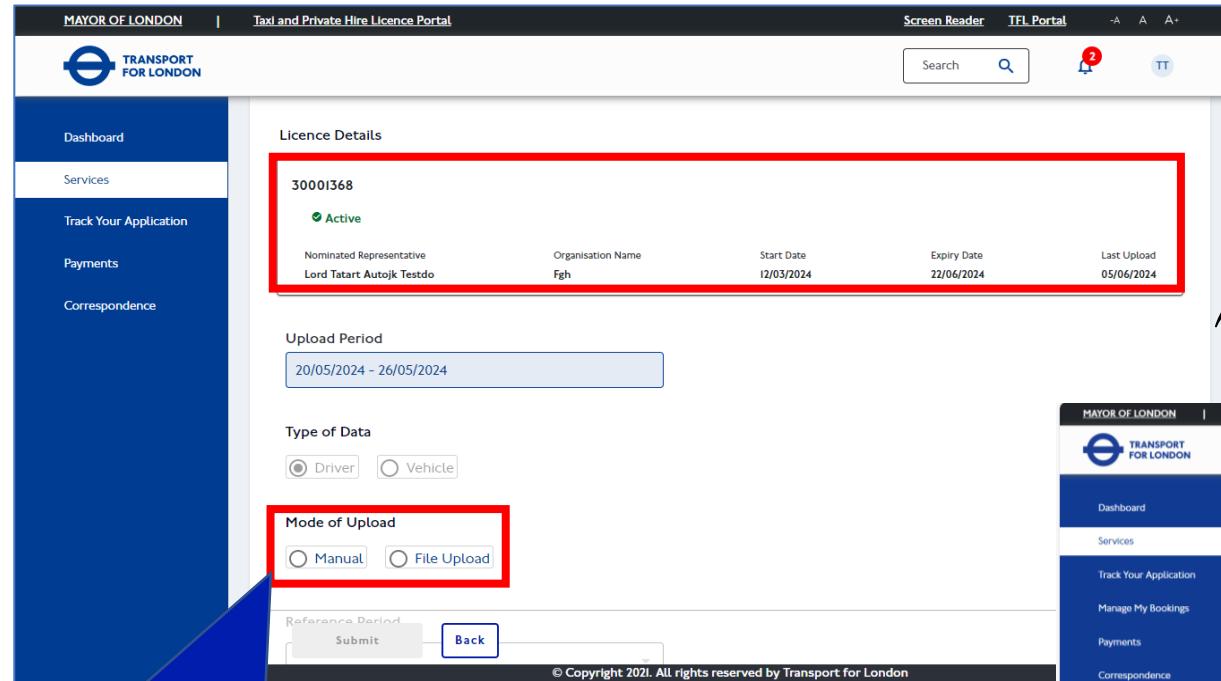
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For the relevant Upload Period you want to provide data for, select the radio button for the 'Upload Type' you intend to provide - either for 'Driver' or 'Vehicle'



Taxi and Private Hire Portal

How to provide a 'Manual' upload of details for drivers and vehicles



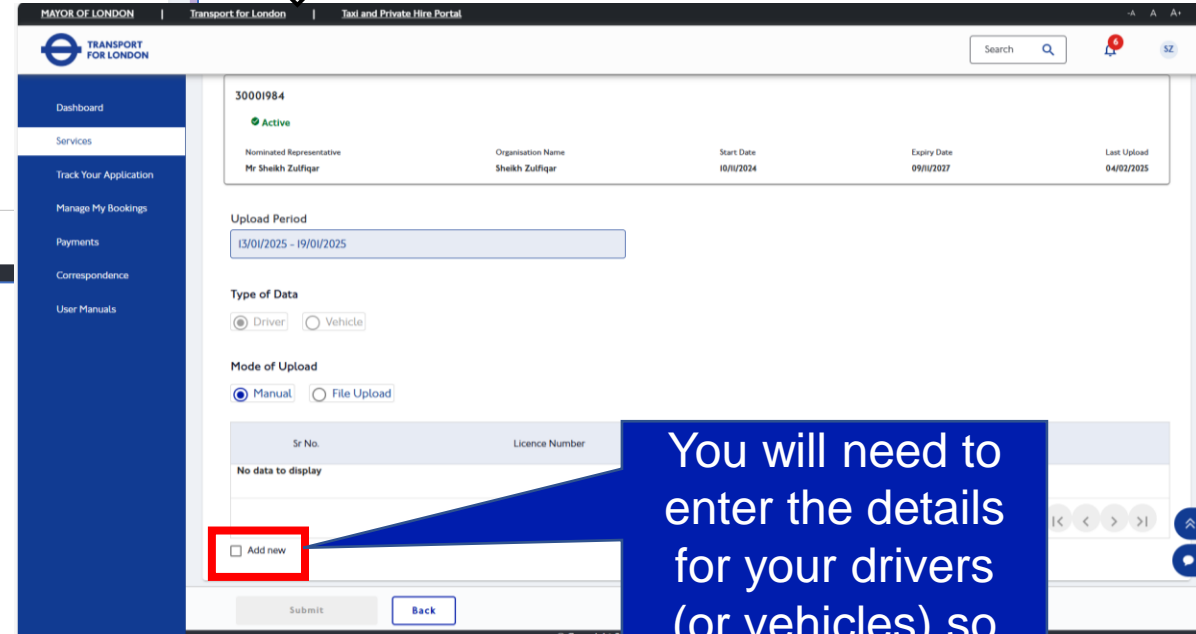
The screenshot shows the 'Licence Details' section with a table of licence information. A red box highlights the table. Below it, the 'Upload Period' is set to 20/05/2024 - 26/05/2024. Under 'Type of Data', 'Driver' is selected. In the 'Mode of Upload' section, 'Manual' is selected, highlighted with a red box. A 'Reference Period' section has 'Submit' and 'Back' buttons.

Nominated Representative	Organisation Name	Start Date	Expiry Date	Last Upload
Lord Tatart Autojtk Testdo	Fgh	12/03/2024	22/06/2024	05/06/2024

The **Operator Upload** page is displayed along with your **Licence Details**

Select **Manual** for the **Mode of Upload**

Note: The **Type of Data** option will be pre-set for you as the **Upload Period** you selected will be for 'Driver' or 'Vehicle'



The screenshot shows the 'Operator Upload' page with a table of licence information. The 'Upload Period' is set to 13/01/2025 - 19/01/2025. Under 'Type of Data', 'Driver' is selected. In the 'Mode of Upload' section, 'Manual' is selected. Below the table, there is an 'Add new' button highlighted with a red box. A 'Reference Period' section has 'Submit' and 'Back' buttons.

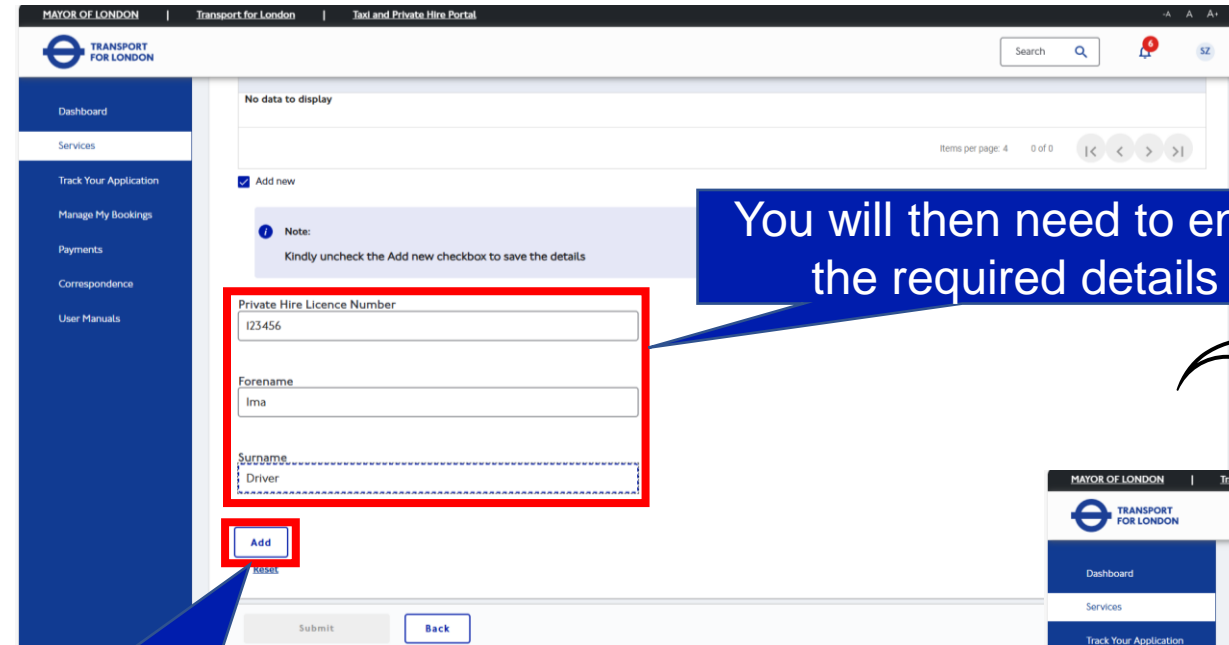
Sr No.	Licence Number
No data to display	

You will need to enter the details for your drivers (or vehicles) so select **Add new**



Taxi and Private Hire Portal

How to provide a 'Manual' upload of details for drivers and vehicles



Private Hire Licence Number
123456

Forename
Ima

Surname
Driver

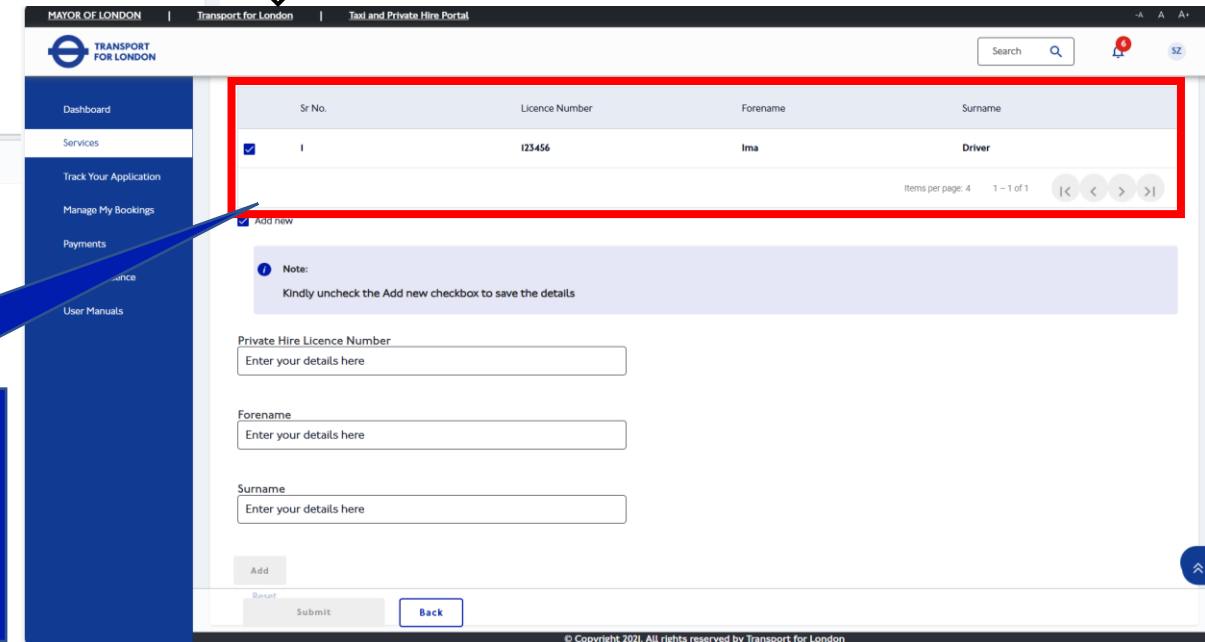
Add

You will then need to enter the required details

Note: You will need to enter the details for your drivers and vehicles as they appear on the private hire driver and vehicle paper licences that were granted by TfL

Select Add

When you Add the details for your drivers (or vehicles), their details will appear in the section above

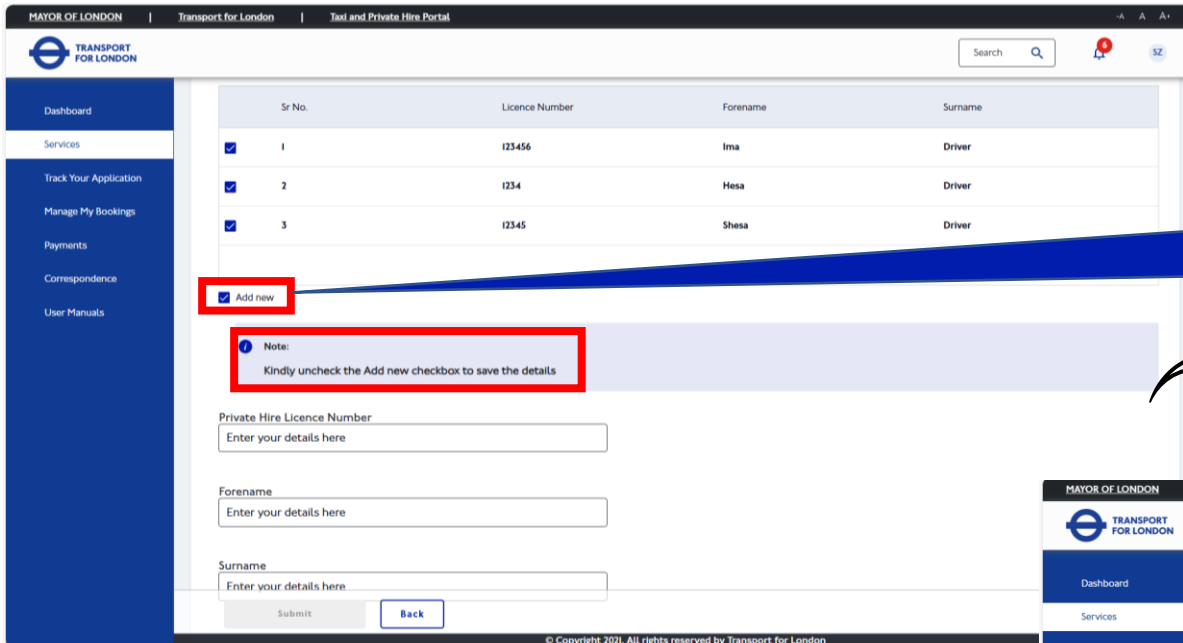


Sr No.	Licence Number	Forename	Surname
1	123456	Ima	Driver



Taxi and Private Hire Portal

How to provide a 'Manual' upload of details for drivers and vehicles



The screenshot shows the 'Taxi and Private Hire Portal' interface. At the top, there is a navigation bar with 'MAYOR OF LONDON', 'Transport for London', and 'Taxi and Private Hire Portal'. Below this is a search bar and a notification icon. A sidebar on the left contains menu items: Dashboard, Services, Track Your Application, Manage My Bookings, Payments, Correspondence, and User Manuals. The main content area displays a table with columns: Sr No., Licence Number, Forename, and Surname. The table contains three rows of data, each with a checked checkbox in the first column. Below the table, there is a checkbox labeled 'Add new' which is also checked. A red box highlights this checkbox. Below the 'Add new' checkbox is a note: 'Note: Kindly uncheck the Add new checkbox to save the details'. Below the note are three input fields: 'Private Hire Licence Number', 'Forename', and 'Surname', each with the placeholder text 'Enter your details here'. At the bottom of the form are 'Submit' and 'Back' buttons.

Sr No.	Licence Number	Forename	Surname	
<input checked="" type="checkbox"/>	1	123456	Ima	Driver
<input checked="" type="checkbox"/>	2	1234	Hesa	Driver
<input checked="" type="checkbox"/>	3	12345	Shesa	Driver

Add new

Note: Kindly uncheck the Add new checkbox to save the details

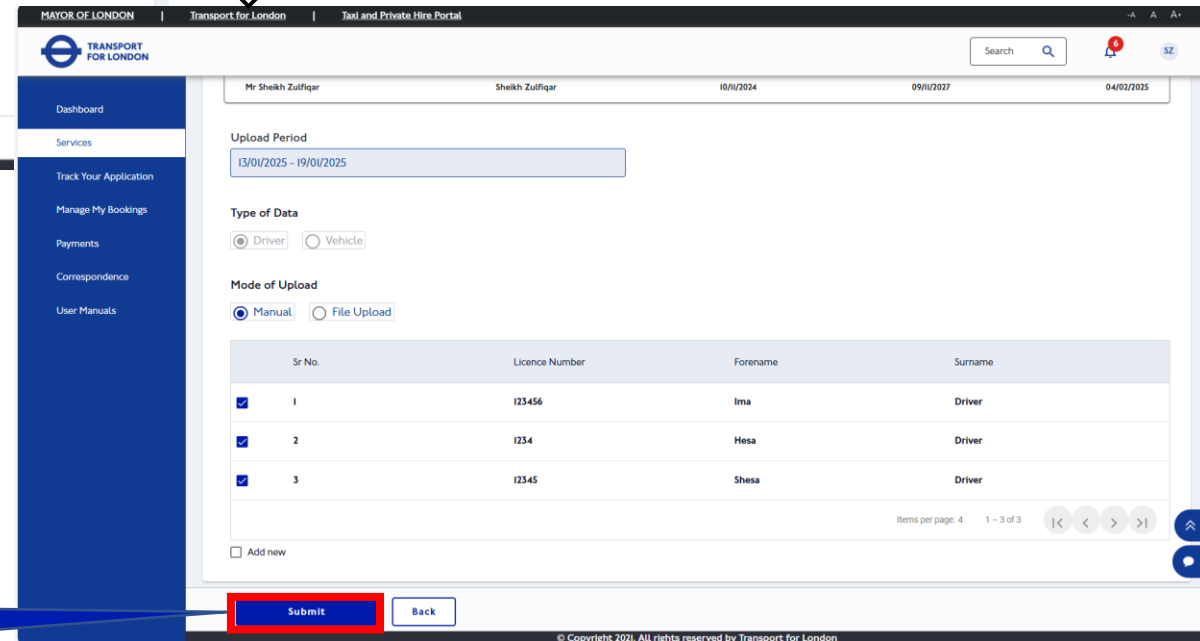
Private Hire Licence Number
Enter your details here

Forename
Enter your details here

Surname
Enter your details here

Submit Back

When you have added the details for all your drivers (or vehicles), untick the **Add new** box



The screenshot shows the 'Taxi and Private Hire Portal' interface for the 'Manual' upload process. The top navigation bar is the same as in the previous screenshot. The sidebar is also the same. The main content area shows the 'Upload Period' as '13/01/2025 - 19/01/2025'. Below this, there are two radio buttons for 'Type of Data': 'Driver' (selected) and 'Vehicle'. Below that, there are two radio buttons for 'Mode of Upload': 'Manual' (selected) and 'File Upload'. Below the 'Mode of Upload' section is a table with columns: Sr No., Licence Number, Forename, and Surname. The table contains three rows of data, each with a checked checkbox in the first column. Below the table is a checkbox labeled 'Add new' which is unchecked. At the bottom of the form are 'Submit' and 'Back' buttons. A red box highlights the 'Submit' button.

Mr Sheikh Zulfqar Sheikh Zulfqar 10/11/2024 09/11/2027 04/02/2025

Upload Period
13/01/2025 - 19/01/2025

Type of Data
 Driver Vehicle

Mode of Upload
 Manual File Upload

Sr No.	Licence Number	Forename	Surname	
<input checked="" type="checkbox"/>	1	123456	Ima	Driver
<input checked="" type="checkbox"/>	2	1234	Hesa	Driver
<input checked="" type="checkbox"/>	3	12345	Shesa	Driver

Add new

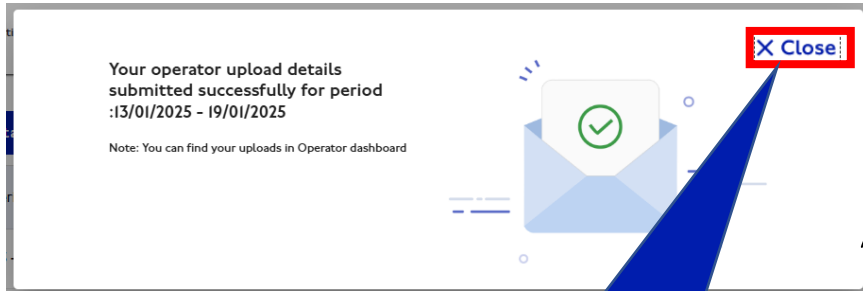
Submit Back

Select **Submit**



Taxi and Private Hire Portal

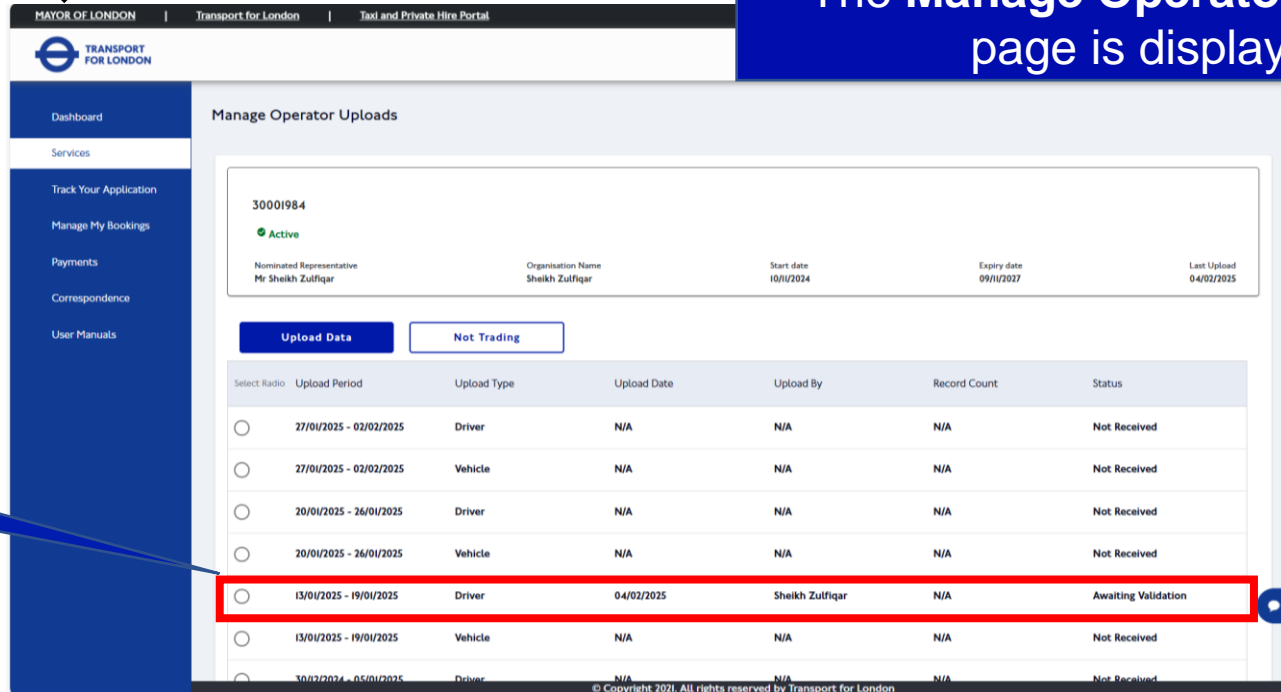
How to provide a 'Manual' upload of details for drivers and vehicles



A confirmation pop-up is displayed indicating that you have submitted an upload for the Upload Period

Select X Close

The Manage Operator Uploads page is displayed



MAYOR OF LONDON | Transport for London | Taxi and Private Hire Portal

TRANSPORT FOR LONDON

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Manage Operator Uploads

30001984
Active

Nominated Representative: Mr Sheikh Zulfiqar
Organisation Name: Sheikh Zulfiqar
Start date: 10/11/2024
Expiry date: 09/11/2027
Last Upload: 04/02/2025

Upload Data | Not Trading

Select Radio	Upload Period	Upload Type	Upload Date	Upload By	Record Count	Status
<input type="radio"/>	27/01/2025 - 02/02/2025	Driver	N/A	N/A	N/A	Not Received
<input type="radio"/>	27/01/2025 - 02/02/2025	Vehicle	N/A	N/A	N/A	Not Received
<input type="radio"/>	20/01/2025 - 26/01/2025	Driver	N/A	N/A	N/A	Not Received
<input type="radio"/>	20/01/2025 - 26/01/2025	Vehicle	N/A	N/A	N/A	Not Received
<input checked="" type="radio"/>	13/01/2025 - 19/01/2025	Driver	04/02/2025	Sheikh Zulfiqar	N/A	Awaiting Validation
<input type="radio"/>	13/01/2025 - 19/01/2025	Vehicle	N/A	N/A	N/A	Not Received
<input type="radio"/>	30/12/2024 - 05/01/2025	Driver	N/A	N/A	N/A	Not Received

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The Upload Period that you have provided data for will appear in the list of Upload Periods with an updated Status

You can then continue to provide the required upload data for any other remaining Upload Period(s)



How to provide a 'Manual' upload of details for drivers and vehicles

MAYOR OF LONDON | Transport for London | Taxi and Private Hire Portal



Dashboard | Overview | **Operator Licence** | Vehicle Licence

On this page, you will see details of any/all application(s) for an operator's licence that you have submitted to us, any operator licences you already hold or the details of any operator uploads that need to be provided to us. Select [View all](#) or + within the relevant section to see more details.

Note: Select 'Services' in the lefthand menu for more options in respect to the available services we offer within your account, including applying for a licence.

Application Updates

[View all](#)

Reference Number	Reference Type	Request Name	Initiated on	Status	Action
30001984	Operator Application/Licence	PHV Operator Licence - Variation Application (Postal)	22/11/2024	Decision Made	More ▾
30001984	Operator Application/Licence	PHV Operator Licence - New Application (Postal)	08/11/2024	Decision Made	More ▾
OAPP00010625	Operator Application/Licence	PHV Operator Licence - New Application (Postal)	08/11/2024	Decision Made	More ▾

Operator Upload

Licence Number :

Upload period	Uploaded on	Uploaded by	Record count	Upload type	Status
27/01/2025 - 02/02/2025	N/A	N/A	N/A	Driver	Not Received
27/01/2025 - 02/02/2025	N/A	N/A	N/A	Vehicle	Not Received

You can also view the details of your uploads from with your **Dashboard**

From your **Dashboard**, select **Operator Licence** and then scroll down to see your **Operator Upload** information. The **Status** will be shown for each Upload period



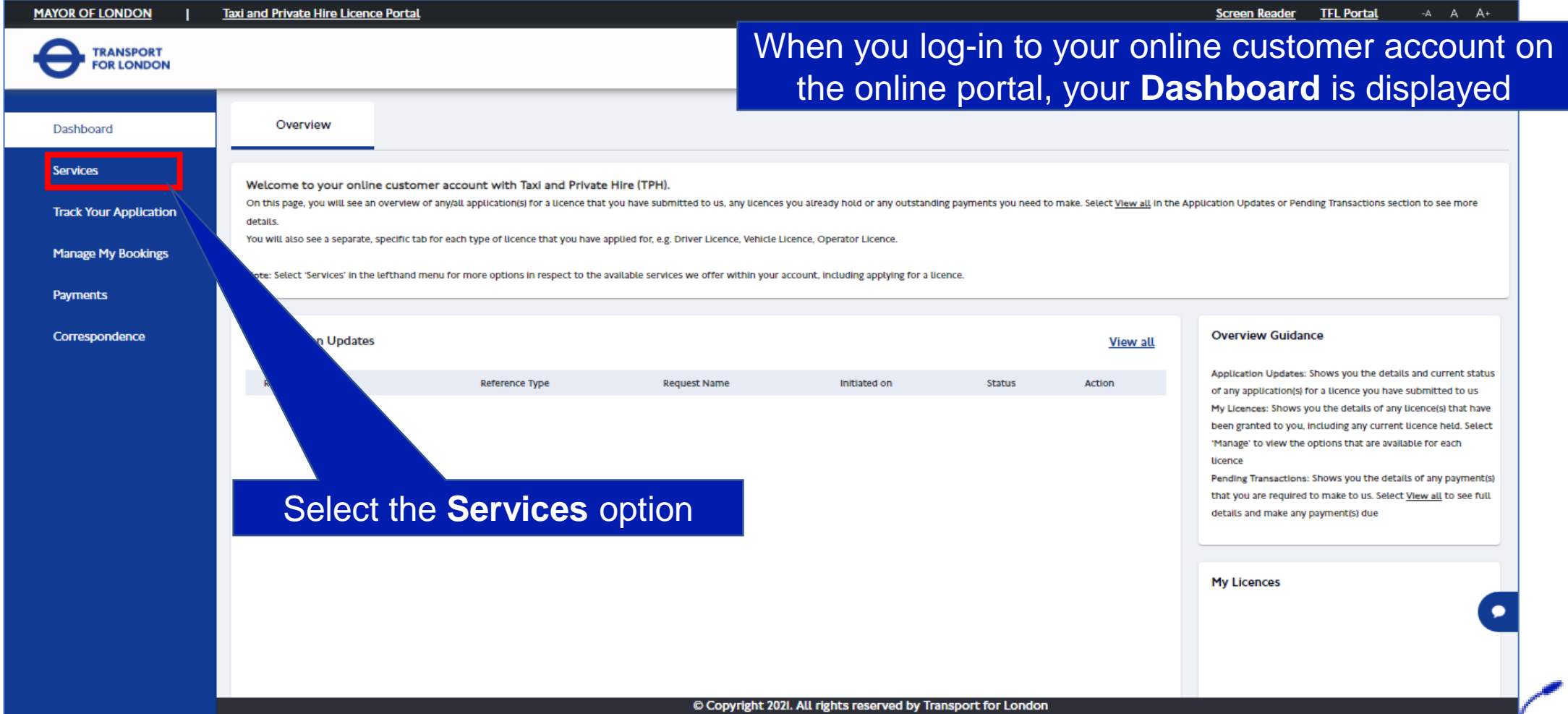
How to provide a 'File Upload' of the details for your drivers and vehicles in support of your London PHV Operator's Licence



PRIVATE HIRE



How to provide a 'File Upload' of details for drivers and vehicles



MAYOR OF LONDON | Taxi and Private Hire Licence Portal

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Overview

Welcome to your online customer account with Taxi and Private Hire (TPH).
On this page, you will see an overview of any/all application(s) for a licence that you have submitted to us, any licences you already hold or any outstanding payments you need to make. Select [View all](#) in the Application Updates or Pending Transactions section to see more details.
You will also see a separate, specific tab for each type of licence that you have applied for, e.g. Driver Licence, Vehicle Licence, Operator Licence.
Note: Select 'Services' in the lefthand menu for more options in respect to the available services we offer within your account, including applying for a licence.

Application Updates [View all](#)

Reference Type	Request Name	Initiated on	Status	Action
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Overview Guidance

Application Updates: Shows you the details and current status of any application(s) for a licence you have submitted to us
My Licences: Shows you the details of any licence(s) that have been granted to you, including any current licence held. Select 'Manage' to view the options that are available for each licence
Pending Transactions: Shows you the details of any payment(s) that you are required to make to us. Select [View all](#) to see full details and make any payment(s) due

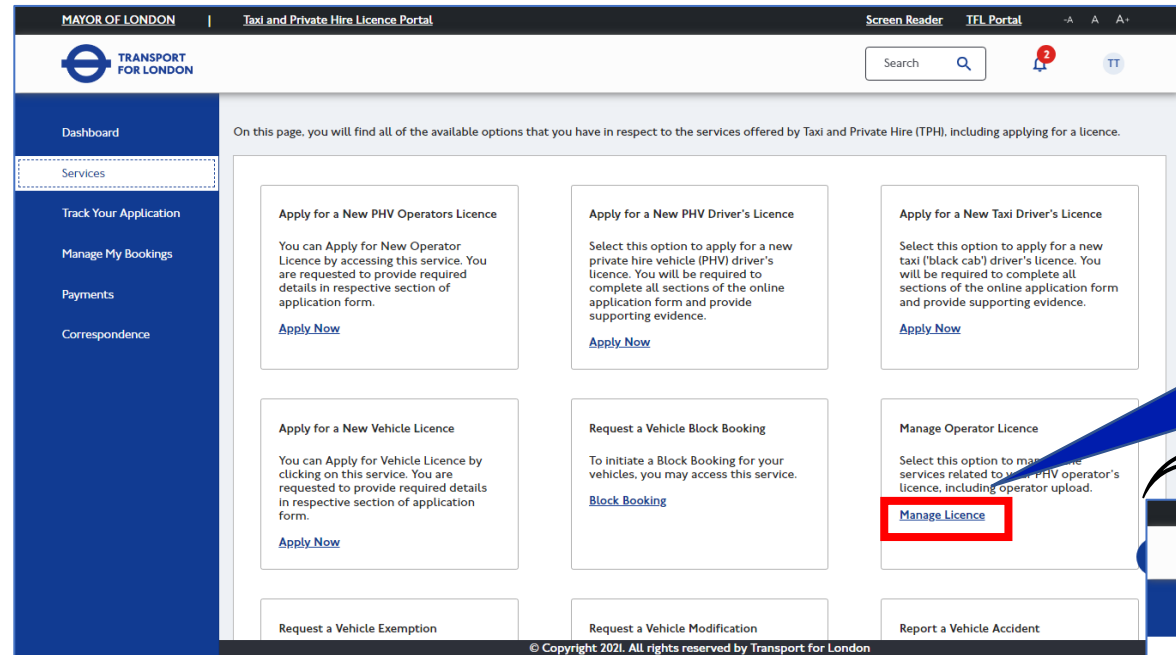
My Licences

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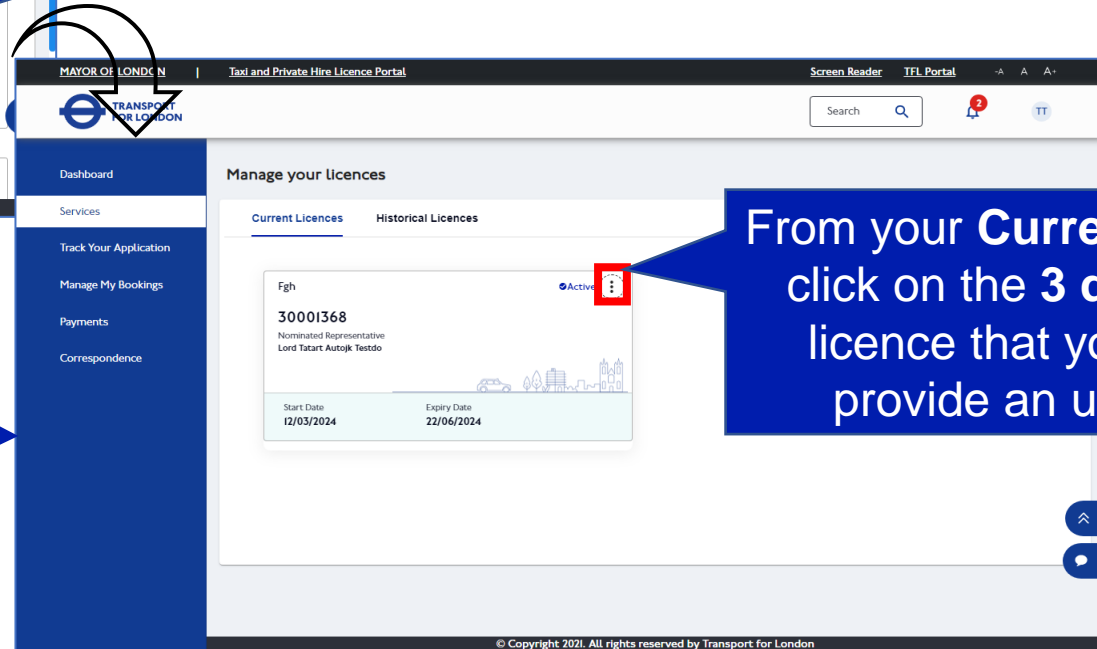
Taxi and Private Hire Portal

How to provide a 'File Upload' of details for drivers and vehicles



The **Services** page is displayed

From the **Manage Operator Licence** card, click **Manage Licence**



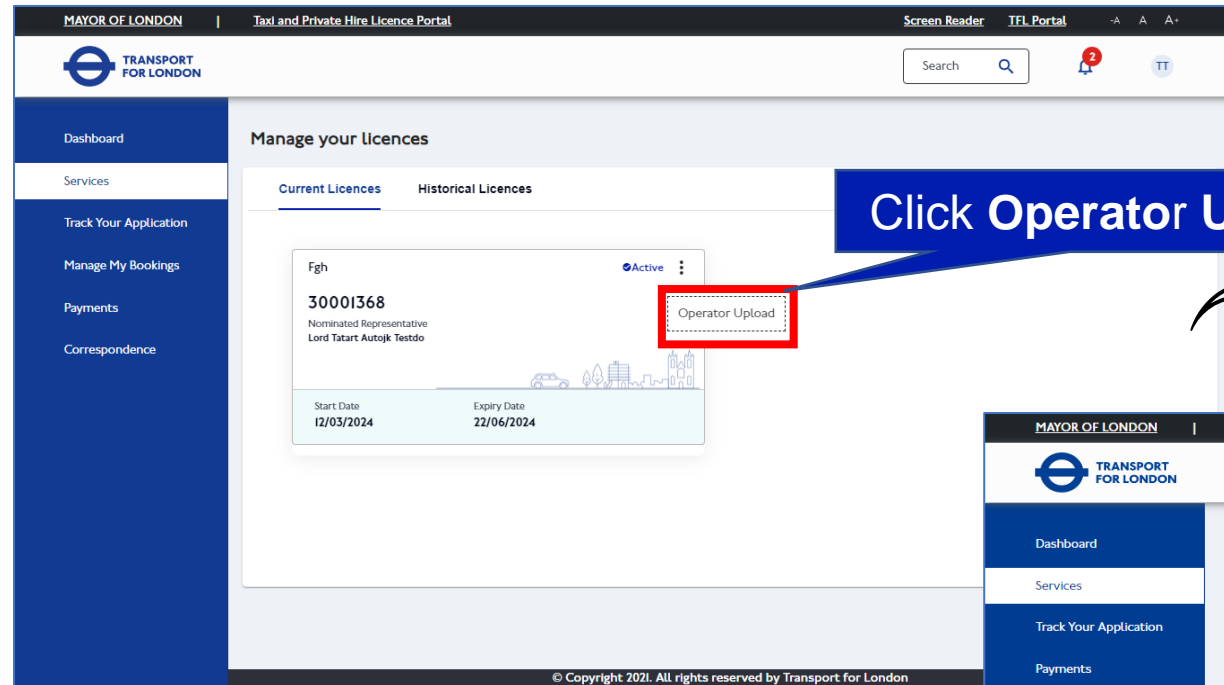
The **Manage your licences** page will open with all your **Current Licences** displayed (and any **Historical Licences**)

From your **Current Licences** click on the **3 dots** for the licence that you want to provide an upload for



Taxi and Private Hire Portal

How to provide a 'File Upload' of details for drivers and vehicles



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Fgh Active

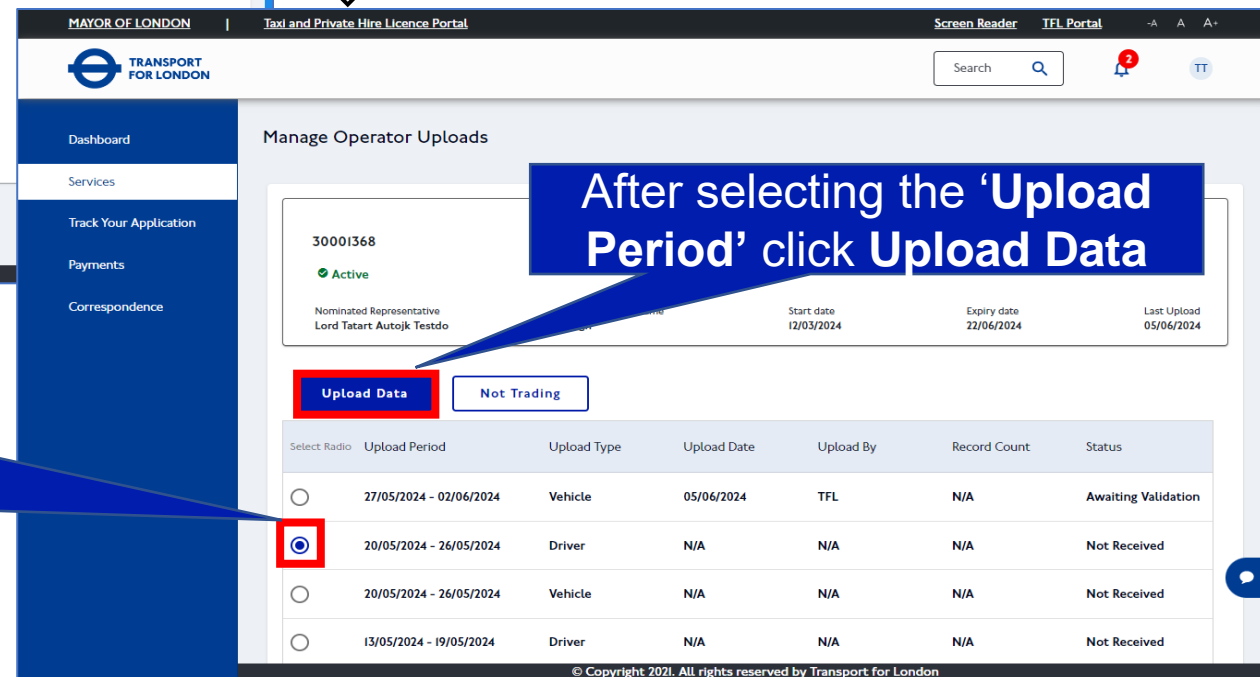
30001368
Nominated Representative
Lord Tatart Autojok Testdo

Operator Upload

Start Date: 12/03/2024 Expiry Date: 22/06/2024

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The Manage Operator Uploads page is displayed with all the relevant Upload Period details shown



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Manage Operator Uploads

30001368 Active

Nominated Representative
Lord Tatart Autojok Testdo

Start date: 12/03/2024 Expiry date: 22/06/2024 Last Upload: 05/06/2024

Upload Data Not Trading

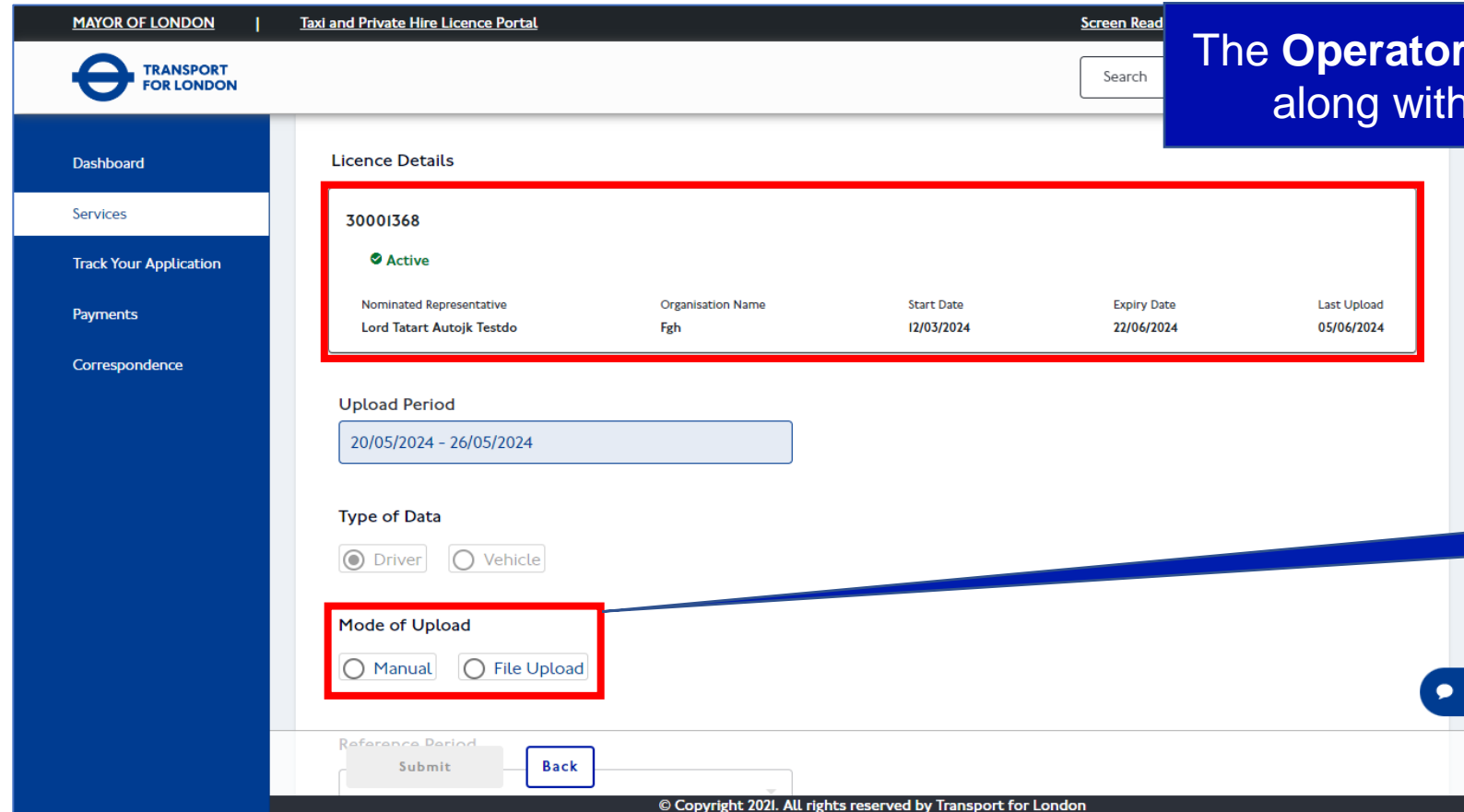
Select Radio	Upload Period	Upload Type	Upload Date	Upload By	Record Count	Status
<input type="radio"/>	27/05/2024 - 02/06/2024	Vehicle	05/06/2024	TFL	N/A	Awaiting Validation
<input checked="" type="radio"/>	20/05/2024 - 26/05/2024	Driver	N/A	N/A	N/A	Not Received
<input type="radio"/>	20/05/2024 - 26/05/2024	Vehicle	N/A	N/A	N/A	Not Received
<input type="radio"/>	13/05/2024 - 19/05/2024	Driver	N/A	N/A	N/A	Not Received

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For the relevant Upload Period you want to provide data for, select the radio button for the 'Upload Type' you intend to provide – either for 'Driver' or 'Vehicle'



How to provide a 'File Upload' of details for drivers and vehicles



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Licence Details

30001368

Active

Nominated Representative	Organisation Name	Start Date	Expiry Date	Last Upload
Lord Tatart Autojk Testdo	Fgh	12/03/2024	22/06/2024	05/06/2024

Upload Period

20/05/2024 - 26/05/2024

Type of Data

Driver Vehicle

Mode of Upload

Manual File Upload

Reference Period

Submit Back

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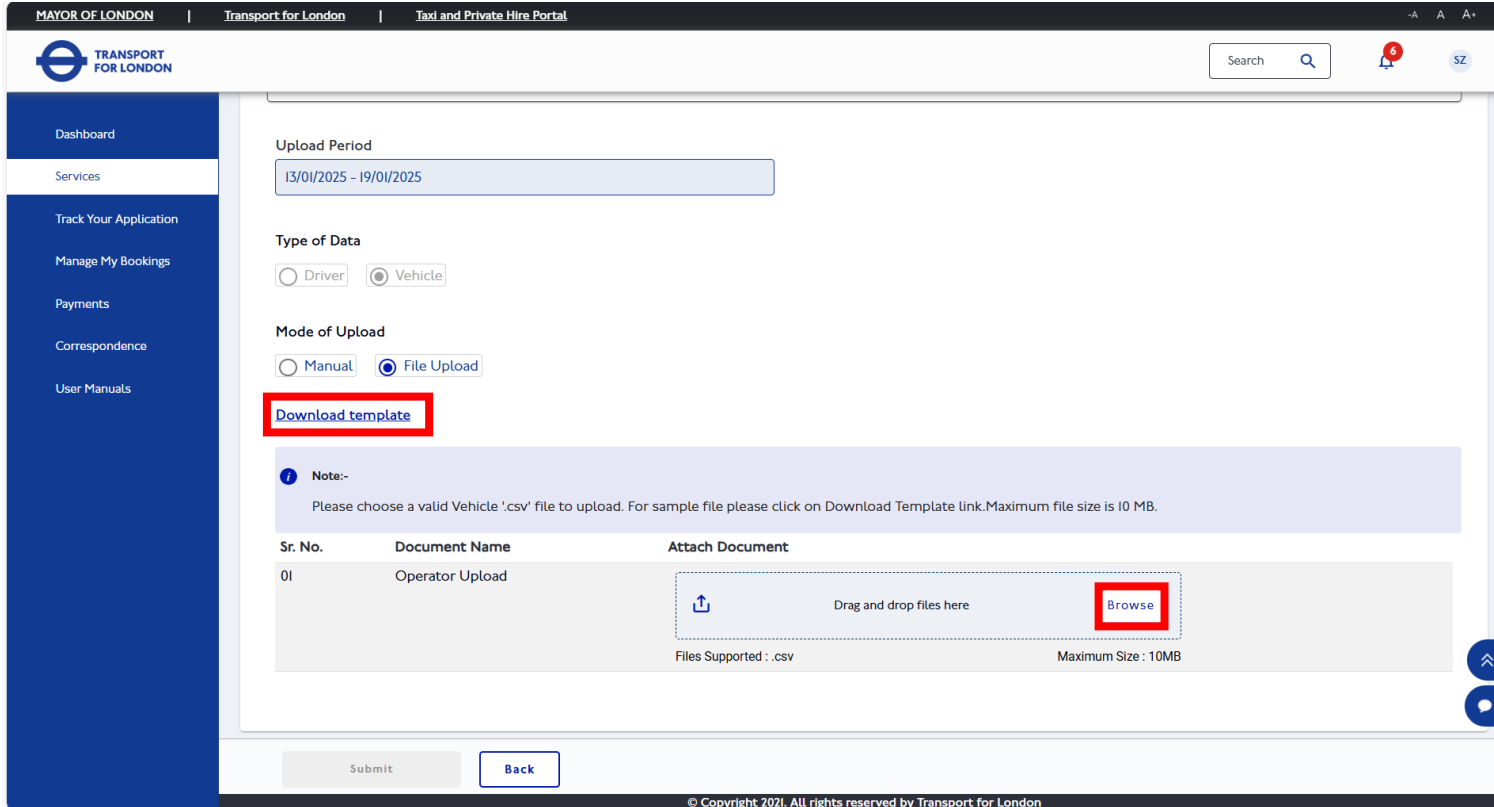
The **Operator Upload** page is displayed along with your **Licence Details**

Select **File Upload** for the **Mode of Upload**


Note: The **Type of Data** option will be pre-set for you as the **Upload Period** you selected will be for 'Driver' or 'Vehicle'



How to provide a 'File Upload' of details for drivers and vehicles



The screenshot shows the 'Upload Period' set to 13/01/2025 - 19/01/2025. Under 'Type of Data', 'Vehicle' is selected. Under 'Mode of Upload', 'File Upload' is selected. A red box highlights the 'Download template' link. Below this is a note: 'Please choose a valid Vehicle '.csv' file to upload. For sample file please click on Download Template link. Maximum file size is 10 MB.' A table with one row shows 'Sr. No.' 01, 'Document Name' Operator Upload, and 'Attach Document' with a 'Browse' button highlighted in red. The footer indicates 'Files Supported : .csv' and 'Maximum Size : 10MB'.

Sr. No.	Document Name	Attach Document
01	Operator Upload	

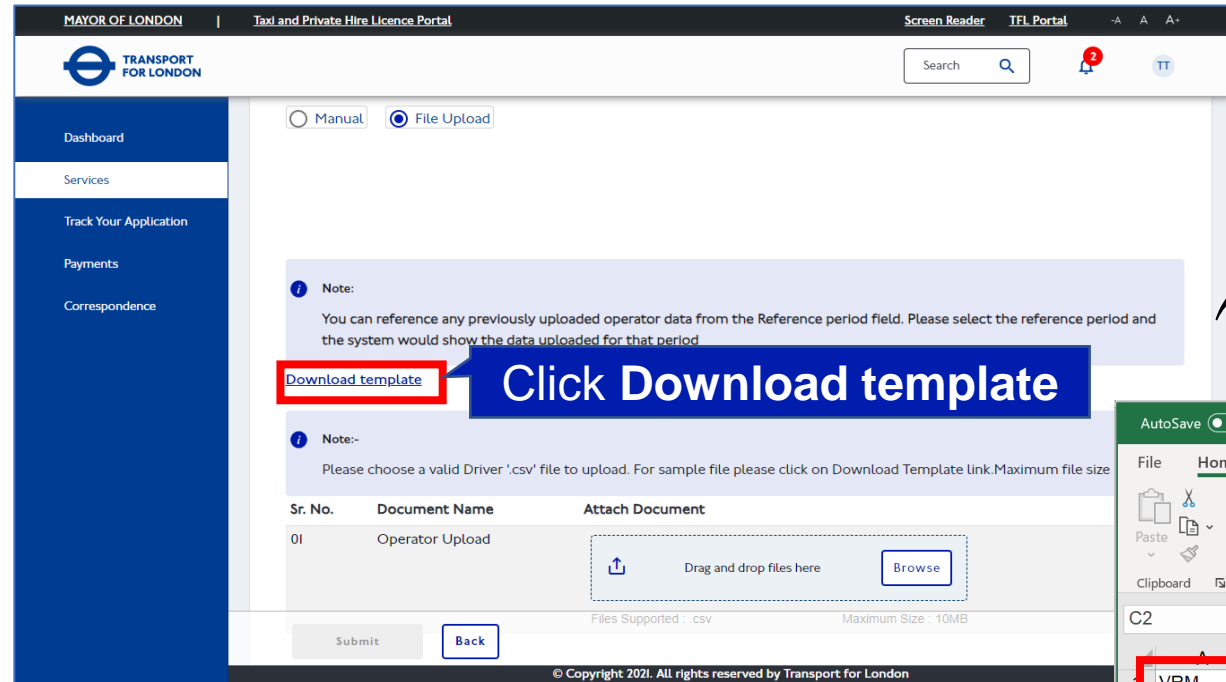
Note: From here, you can either download a template to use OR you can upload an existing document//file that you have already prepared. The file will need to be saved in a '.csv' file format and contain all the required details for your drivers (or vehicles)

Note: For the 'Download template' option, the template available will be based on the 'Type of Data' that you are uploading. If you have chosen to upload vehicle data, the template will show the details that are required for vehicles. If you chose to upload driver data, the template will show the details that are required for drivers



Taxi and Private Hire Portal

How to provide a 'File Upload' of details for drivers and vehicles



MAYOR OF LONDON | Taxi and Private Hire Licence Portal


TRANSPORT FOR LONDON

Manual File Upload

Note: You can reference any previously uploaded operator data from the Reference period field. Please select the reference period and the system would show the data uploaded for that period

Download template

Note:- Please choose a valid Driver '.csv' file to upload. For sample file please click on Download Template link. Maximum file size

Sr. No.	Document Name	Attach Document
01	Operator Upload	 Drag and drop files here <input type="button" value="Browse"/>

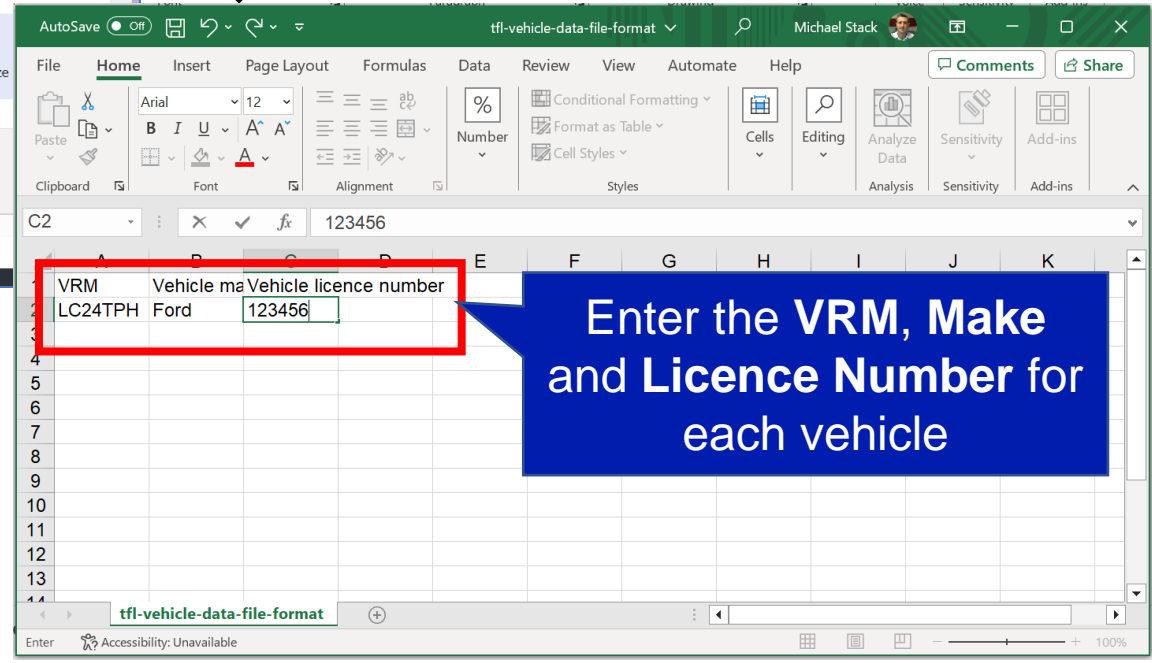
Files Supported : .csv Maximum Size : 10MB

Submit

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Where the Type of Data = Vehicle

The downloaded template file is displayed



AutoSave Off

tfl-vehicle-data-file-format

File Home Insert Page Layout Formulas Data Review View Automate Help

VRM	Vehicle make	Vehicle licence number
LC24TPH	Ford	123456

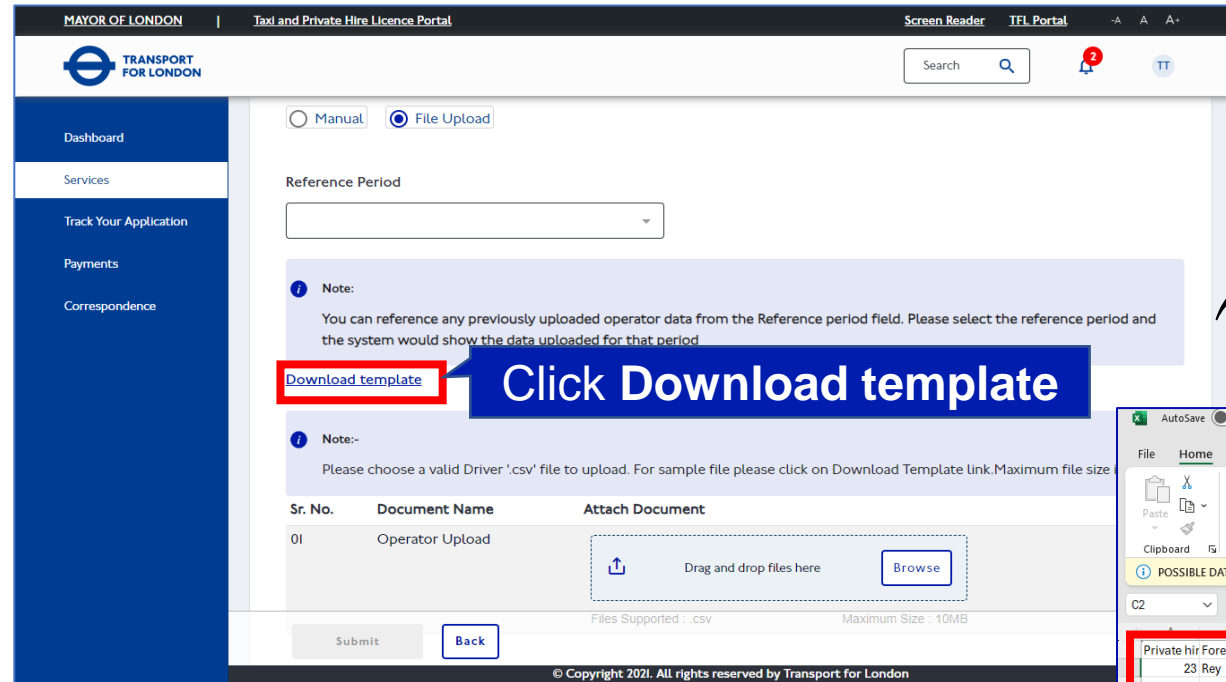
Note: You will need to save the completed file to a location that you can then access and upload. It must be saved as a '.csv' file format

Enter the VRM, Make and Licence Number for each vehicle



Taxi and Private Hire Portal

How to provide a 'File Upload' of details for drivers and vehicles



MAYOR OF LONDON | Tax and Private Hire Licence Portal

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Manual File Upload


Reference Period

Note:
You can reference any previously uploaded operator data from the Reference period field. Please select the reference period and the system would show the data uploaded for that period

Download template

Click Download template

Note:-
Please choose a valid Driver '.csv' file to upload. For sample file please click on Download Template link. Maximum file size

Sr. No.	Document Name	Attach Document
01	Operator Upload	 Drag and drop files here <input type="button" value="Browse"/>

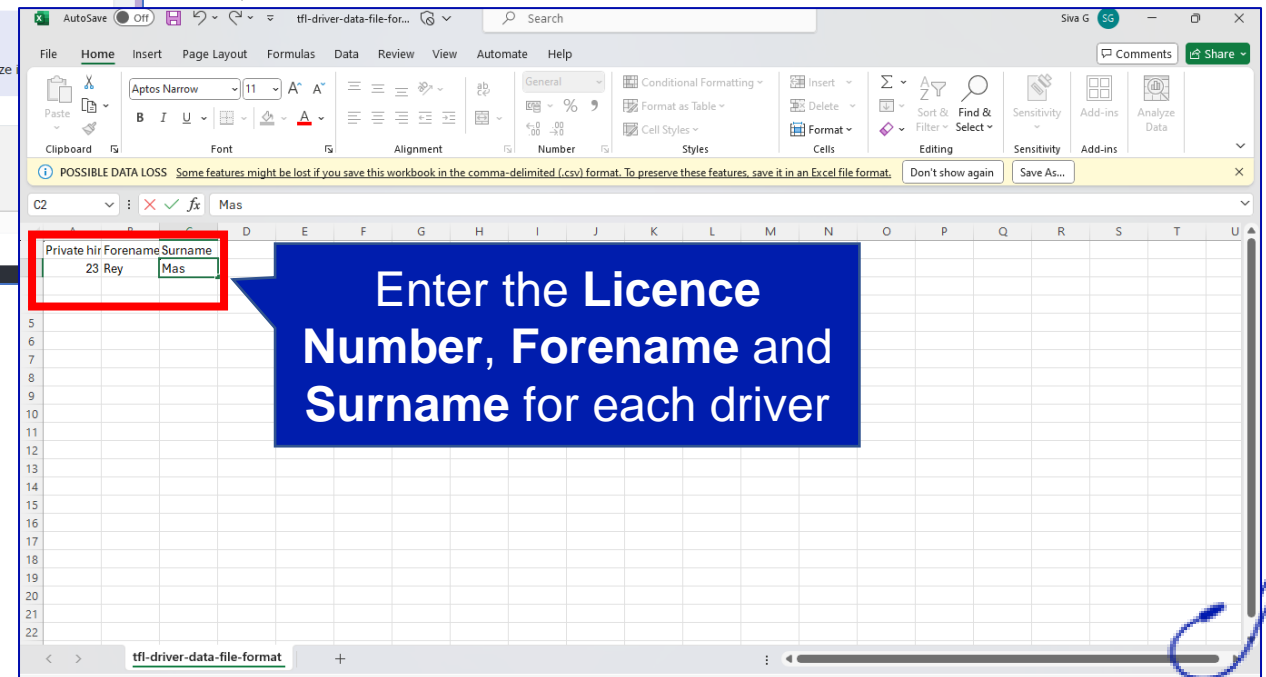
Files Supported : .csv Maximum Size : 10MB

Submit

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Where the Type of Data = Driver

The downloaded template file is displayed



AutoSave Off tfl-driver-data-file-for...

File Home Insert Page Layout Formulas Data Review View Automate Help

Possible Data Loss: Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format.

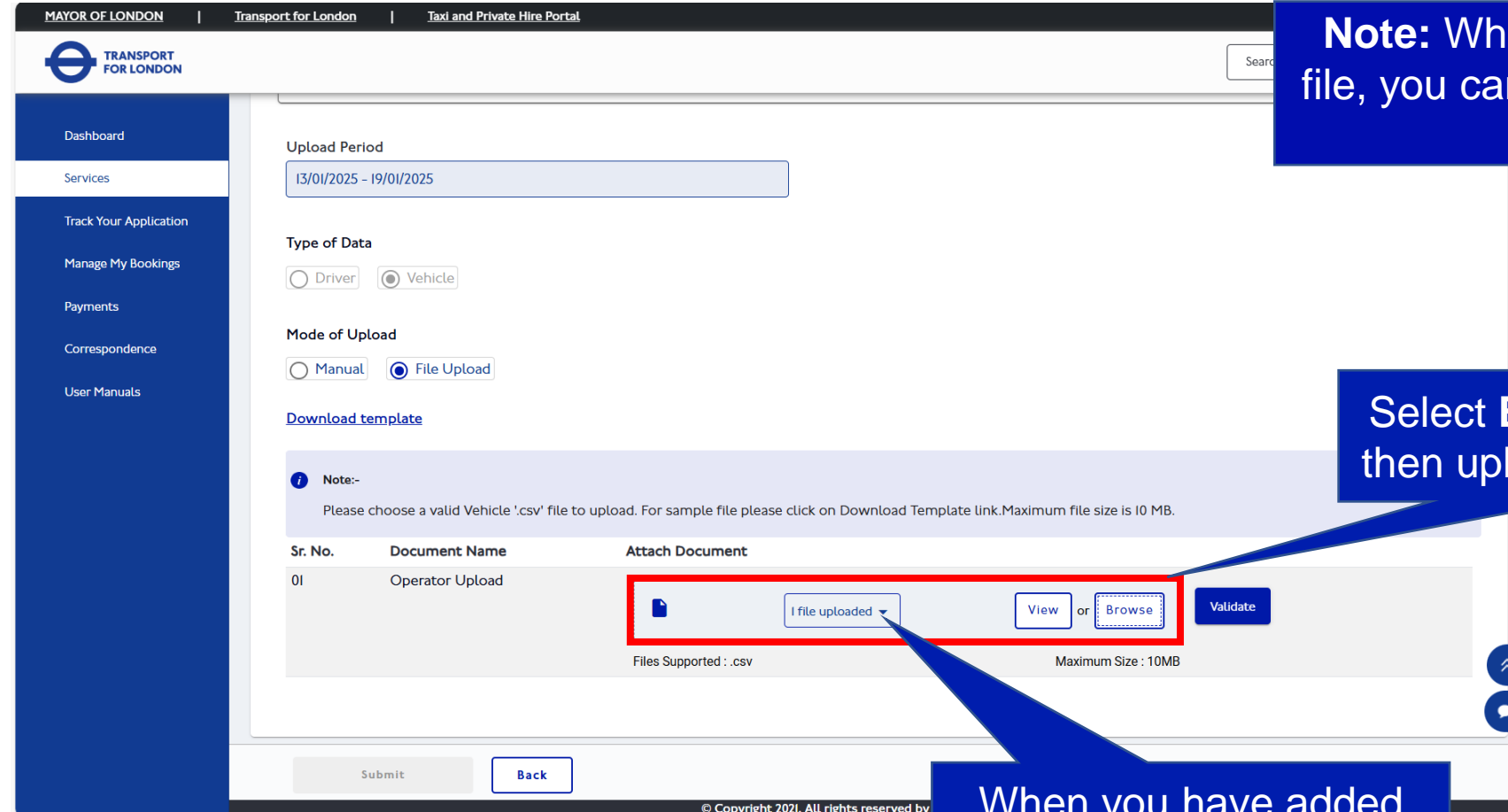
Private hir	Forename	Surname
23	Rey	Mas

Enter the Licence Number, Forename and Surname for each driver

Note: You will need to save the completed file to a location that you can then access and upload. It must be saved as a '.csv' file format




How to provide a 'File Upload' of details for drivers and vehicles



The screenshot shows the 'Taxi and Private Hire Portal' interface. The left sidebar contains navigation links: Dashboard, Services, Track Your Application, Manage My Bookings, Payments, Correspondence, and User Manuals. The main content area includes:

- Upload Period:** 13/01/2025 - 19/01/2025
- Type of Data:** Radio buttons for Driver and Vehicle (Vehicle is selected).
- Mode of Upload:** Radio buttons for Manual and File Upload (File Upload is selected).
- [Download template](#)
- Note:-** Please choose a valid Vehicle '.csv' file to upload. For sample file please click on Download Template link. Maximum file size is 10 MB.
- Table:**

Sr. No.	Document Name	Attach Document
01	Operator Upload	 I file uploaded <input type="button" value="View"/> or <input type="button" value="Browse"/> <input type="button" value="Validate"/>

Files Supported : .csv Maximum Size : 10MB

Buttons: Submit, Back

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Note: When you have saved your completed file, you can then upload it. It must be saved as a '.csv' file format

Select **Browse** to find and then upload your saved file

When you have added your file, you will see a "file uploaded"



How to provide a 'File Upload' of details for drivers and vehicles

MAYOR OF LONDON | Transport for London | Taxi and Private Hire Portal

TRANSPORT FOR LONDON

Search

6

Dashboard

Services

Track Your Application

Manage My Bookings

Payments

Correspondence

User Manuals


Upload Period
13/01/2025 - 19/01/2025

Type of Data
 Driver Vehicle

Mode of Upload
 Manual File Upload

[Download template](#)

Note:-
Please choose a valid Vehicle '.csv' file to upload. For sample file please click on Download Template link. Maximum file size is 10 MB.

Sr. No.	Document Name	Attach Document
01	Operator Upload	 I file uploaded <input type="button" value="View"/> or <input type="button" value="Browse"/> <input checked="" type="button" value="Validate"/>

Files Supported : .csv Maximum Size : 10MB

Submit

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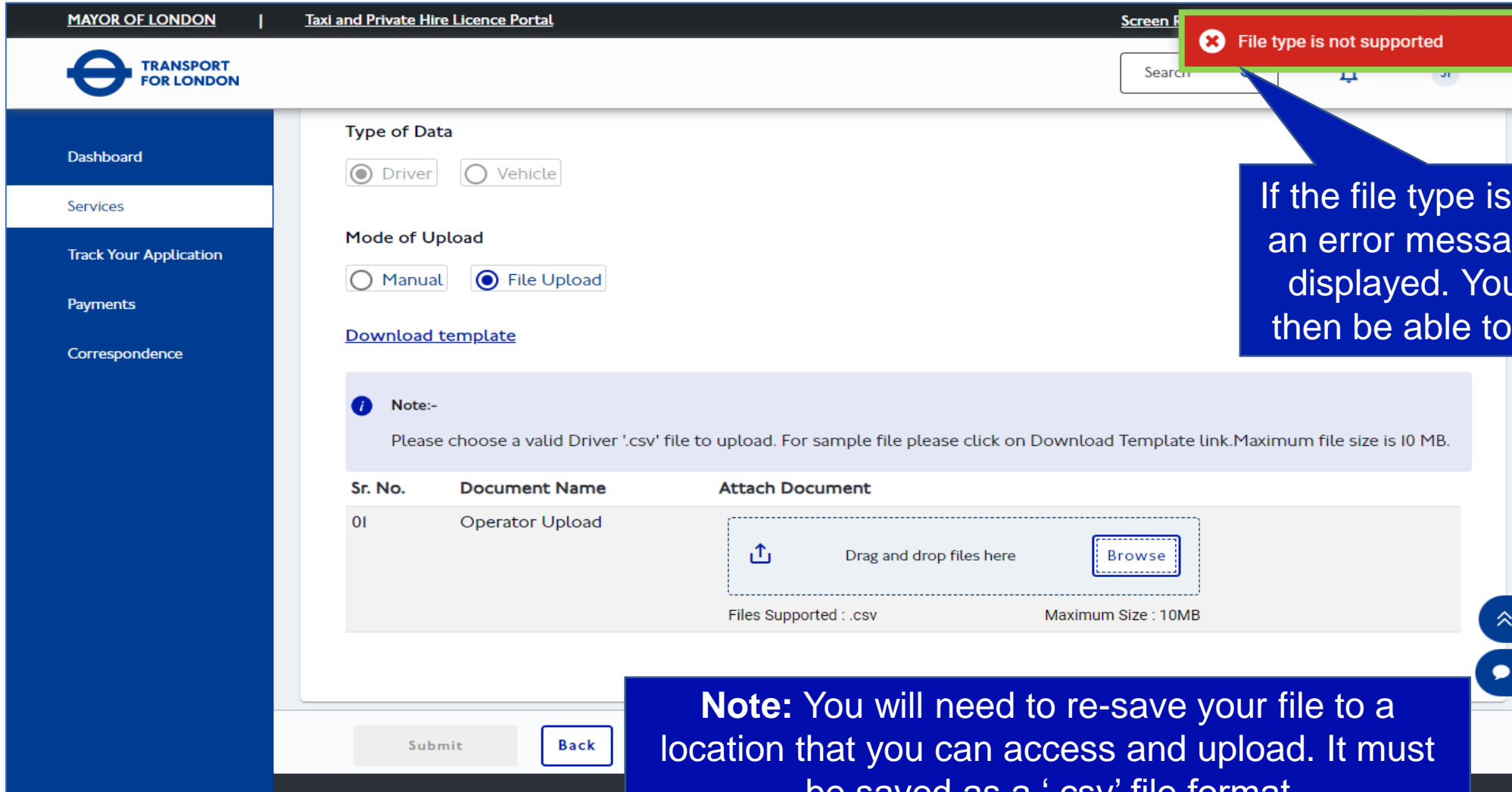
Note: When you have added your file, you will need to validate it. It must be saved as a '.csv' file format

Select **Validate** – this will check that the file you uploaded is the correct file format



Taxi and Private Hire Portal

How to provide a 'File Upload' of details for drivers and vehicles



The screenshot shows the 'Taxi and Private Hire Licence Portal' interface. On the left is a navigation menu with options: Dashboard, Services, Track Your Application, Payments, and Correspondence. The main content area has the following sections:

- Type of Data:** Radio buttons for 'Driver' (selected) and 'Vehicle'.
- Mode of Upload:** Radio buttons for 'Manual' and 'File Upload' (selected).
- [Download template](#)
- Note:-** Please choose a valid Driver '.csv' file to upload. For sample file please click on Download Template link. Maximum file size is 10 MB.
- Table:** A table with columns 'Sr. No.', 'Document Name', and 'Attach Document'. The first row has '01' in 'Sr. No.', 'Operator Upload' in 'Document Name', and a file upload area in 'Attach Document'.

The file upload area includes a dashed box with an upload icon, the text 'Drag and drop files here', and a 'Browse' button. Below it, it says 'Files Supported : .csv' and 'Maximum Size : 10MB'. At the bottom of the form are 'Submit' and 'Back' buttons.

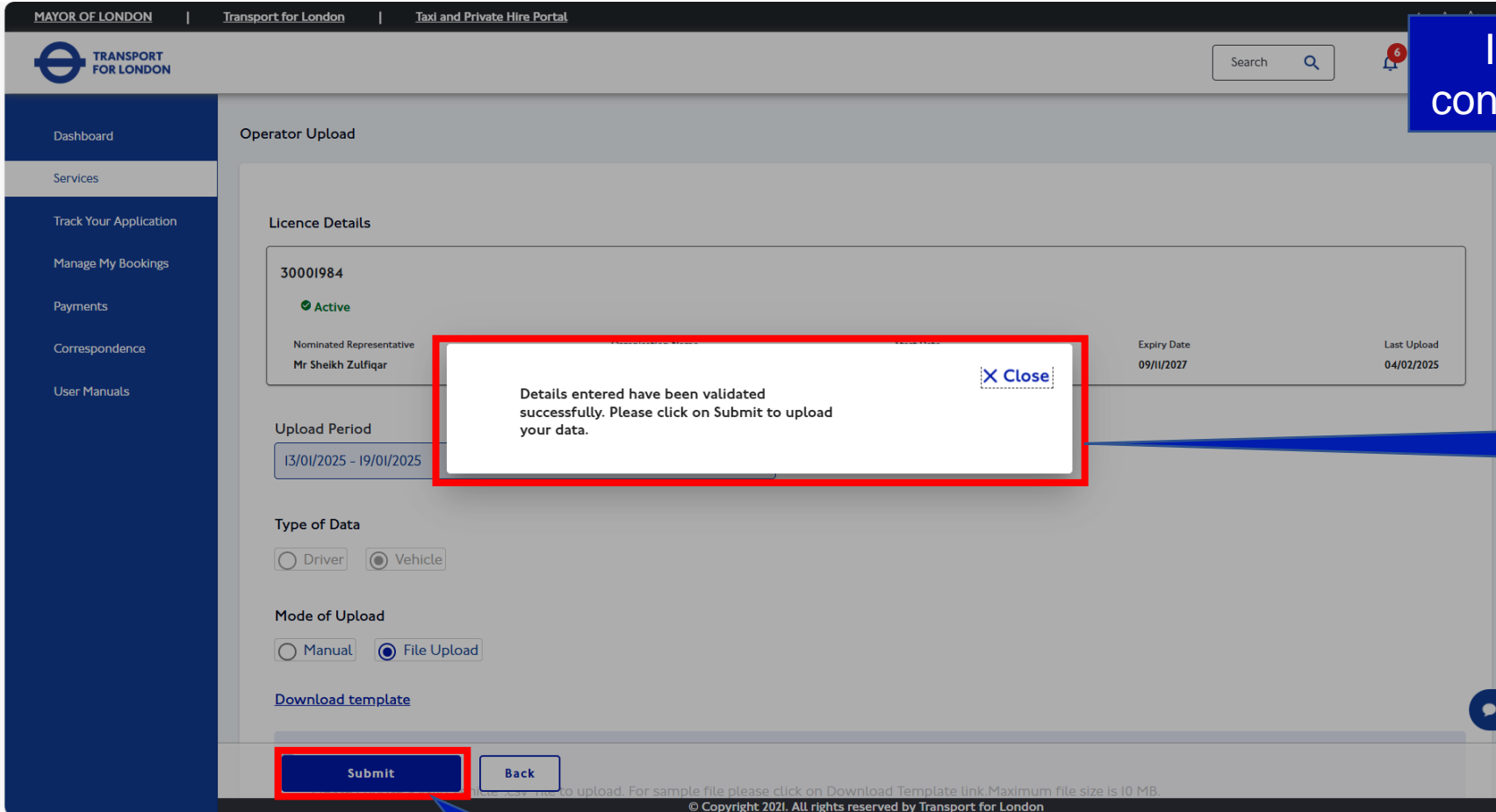
A red error message box at the top right of the form area says 'File type is not supported'. A blue callout box points to this message with the text: 'If the file type is incorrect, an error message will be displayed. You will not then be able to upload it'.

Note: You will need to re-save your file to a location that you can access and upload. It must be saved as a '.csv' file format



Taxi and Private Hire Portal

How to provide a 'File Upload' of details for drivers and vehicles



The screenshot shows the 'Operator Upload' page in the Transport for London portal. The page includes a navigation menu on the left with options like 'Dashboard', 'Services', 'Track Your Application', 'Manage My Bookings', 'Payments', 'Correspondence', and 'User Manuals'. The main content area is titled 'Operator Upload' and contains 'Licence Details' for licence number 30001984, which is 'Active'. The nominated representative is Mr Sheikh Zulfiqar. The expiry date is 09/11/2027 and the last upload date is 04/02/2025. Below this, the 'Upload Period' is set to 13/01/2025 - 19/01/2025. The 'Type of Data' is set to 'Vehicle' and the 'Mode of Upload' is set to 'File Upload'. A 'Download template' link is also present. At the bottom, there are 'Submit' and 'Back' buttons. A red box highlights the 'Submit' button, and another red box highlights a pop-up message that says: 'Details entered have been validated successfully. Please click on Submit to upload your data.' with an 'X Close' button.

If the file type is correct, a pop-up confirmation message will be displayed

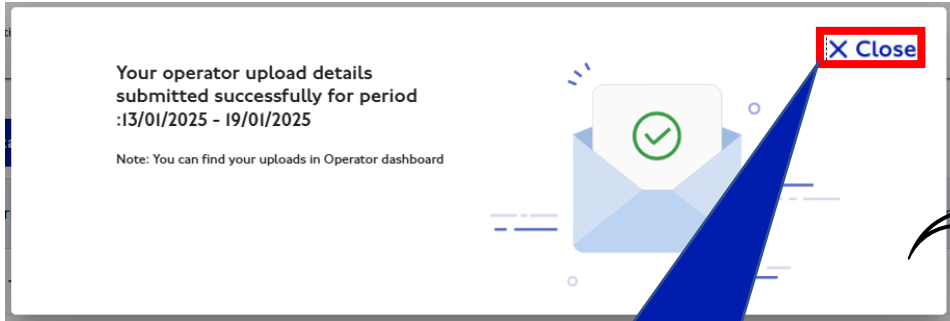
Select **X Close** and then select **Submit**

Select **Submit**



Taxi and Private Hire Portal

How to provide a 'File Upload' of details for drivers and vehicles

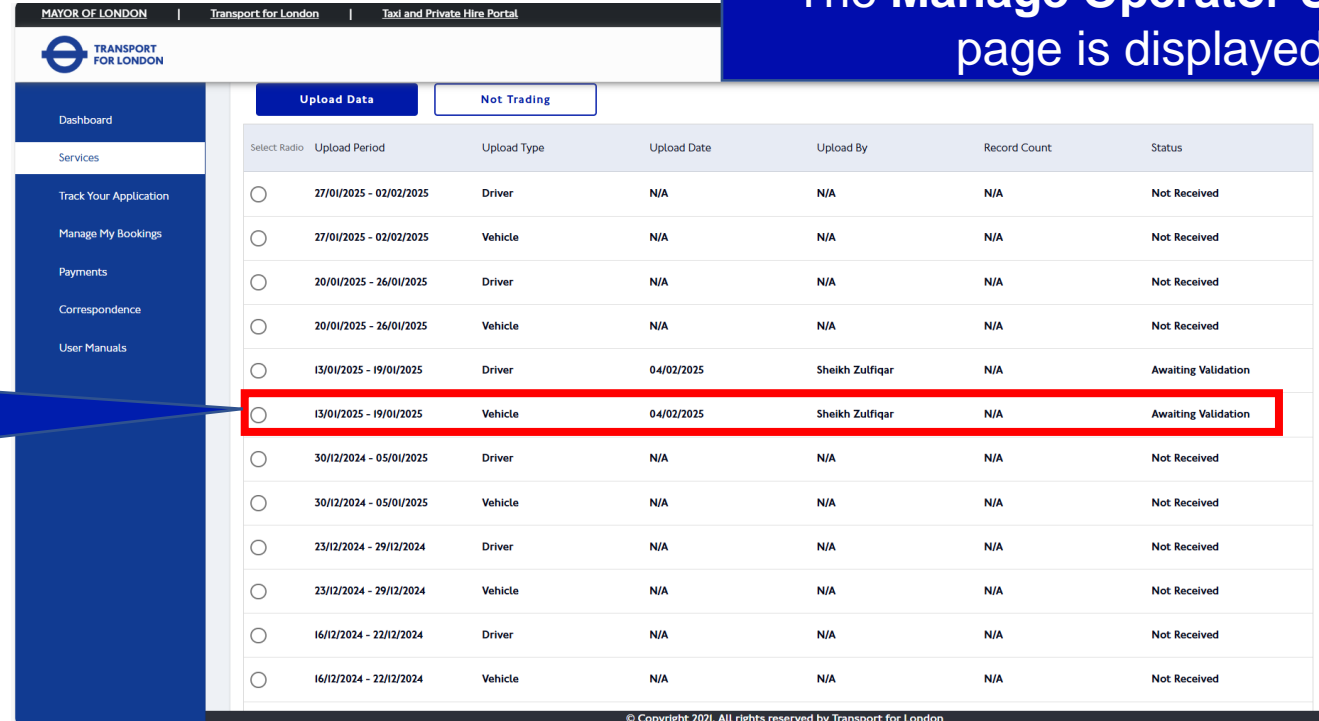


A confirmation pop-up is displayed indicating that you have submitted an upload for the Upload Period

Select X Close

The Manage Operator Uploads page is displayed

The Upload Period that you have provided data for will appear in the list of Upload Periods with an updated Status



MAYOR OF LONDON | Transport for London | Taxi and Private Hire Portal

TRANSPORT FOR LONDON

Upload Data | Not Trading

Select Radio	Upload Period	Upload Type	Upload Date	Upload By	Record Count	Status
<input type="radio"/>	27/01/2025 - 02/02/2025	Driver	N/A	N/A	N/A	Not Received
<input type="radio"/>	27/01/2025 - 02/02/2025	Vehicle	N/A	N/A	N/A	Not Received
<input type="radio"/>	20/01/2025 - 26/01/2025	Driver	N/A	N/A	N/A	Not Received
<input type="radio"/>	20/01/2025 - 26/01/2025	Vehicle	N/A	N/A	N/A	Not Received
<input type="radio"/>	13/01/2025 - 19/01/2025	Driver	04/02/2025	Sheikh Zufiqar	N/A	Awaiting Validation
<input type="radio"/>	13/01/2025 - 19/01/2025	Vehicle	04/02/2025	Sheikh Zufiqar	N/A	Awaiting Validation
<input type="radio"/>	30/12/2024 - 05/01/2025	Driver	N/A	N/A	N/A	Not Received
<input type="radio"/>	30/12/2024 - 05/01/2025	Vehicle	N/A	N/A	N/A	Not Received
<input type="radio"/>	23/12/2024 - 29/12/2024	Driver	N/A	N/A	N/A	Not Received
<input type="radio"/>	23/12/2024 - 29/12/2024	Vehicle	N/A	N/A	N/A	Not Received
<input type="radio"/>	16/12/2024 - 22/12/2024	Driver	N/A	N/A	N/A	Not Received
<input type="radio"/>	16/12/2024 - 22/12/2024	Vehicle	N/A	N/A	N/A	Not Received

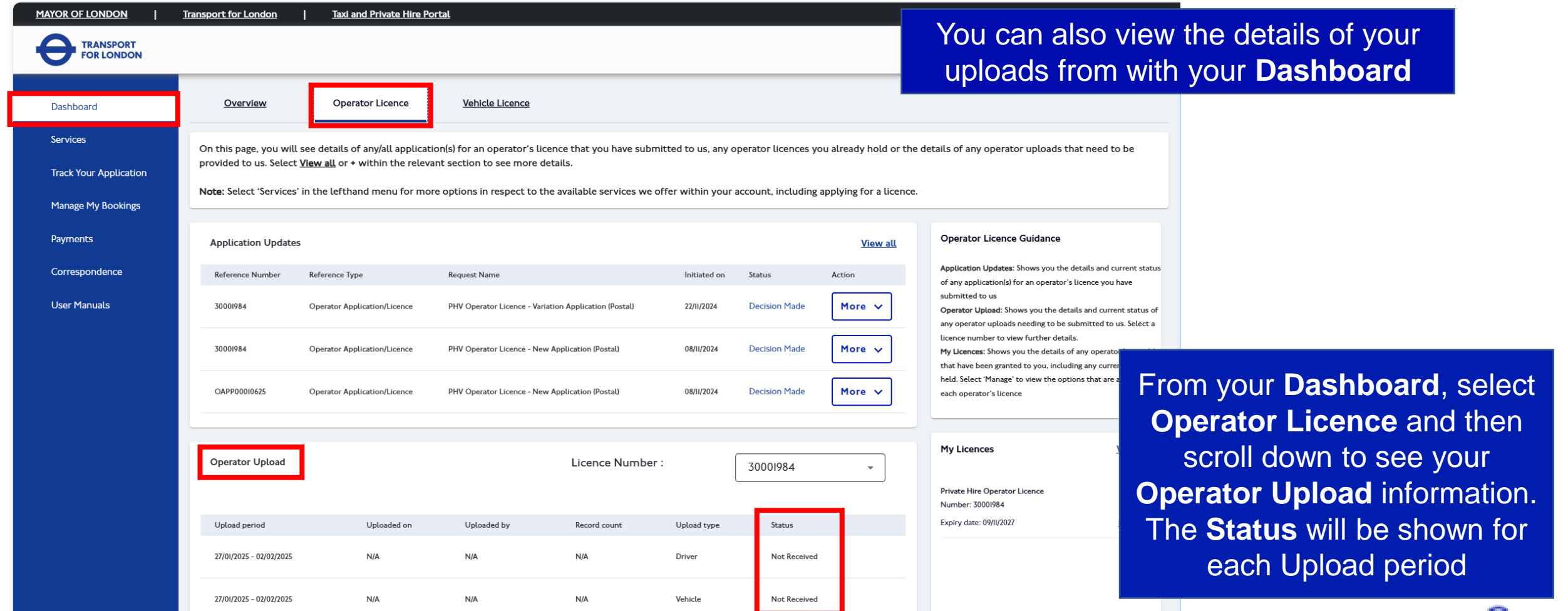
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You can then continue to provide the required upload data for any other remaining Upload Period(s)



How to provide a 'File Upload' of details for drivers and vehicles

You can also view the details of your uploads from with your Dashboard



The screenshot shows the 'Operator Licence' section of the portal. The 'Operator Upload' table is highlighted with a red box. The table has the following data:

Upload period	Uploaded on	Uploaded by	Record count	Upload type	Status
27/01/2025 - 02/02/2025	N/A	N/A	N/A	Driver	Not Received
27/01/2025 - 02/02/2025	N/A	N/A	N/A	Vehicle	Not Received

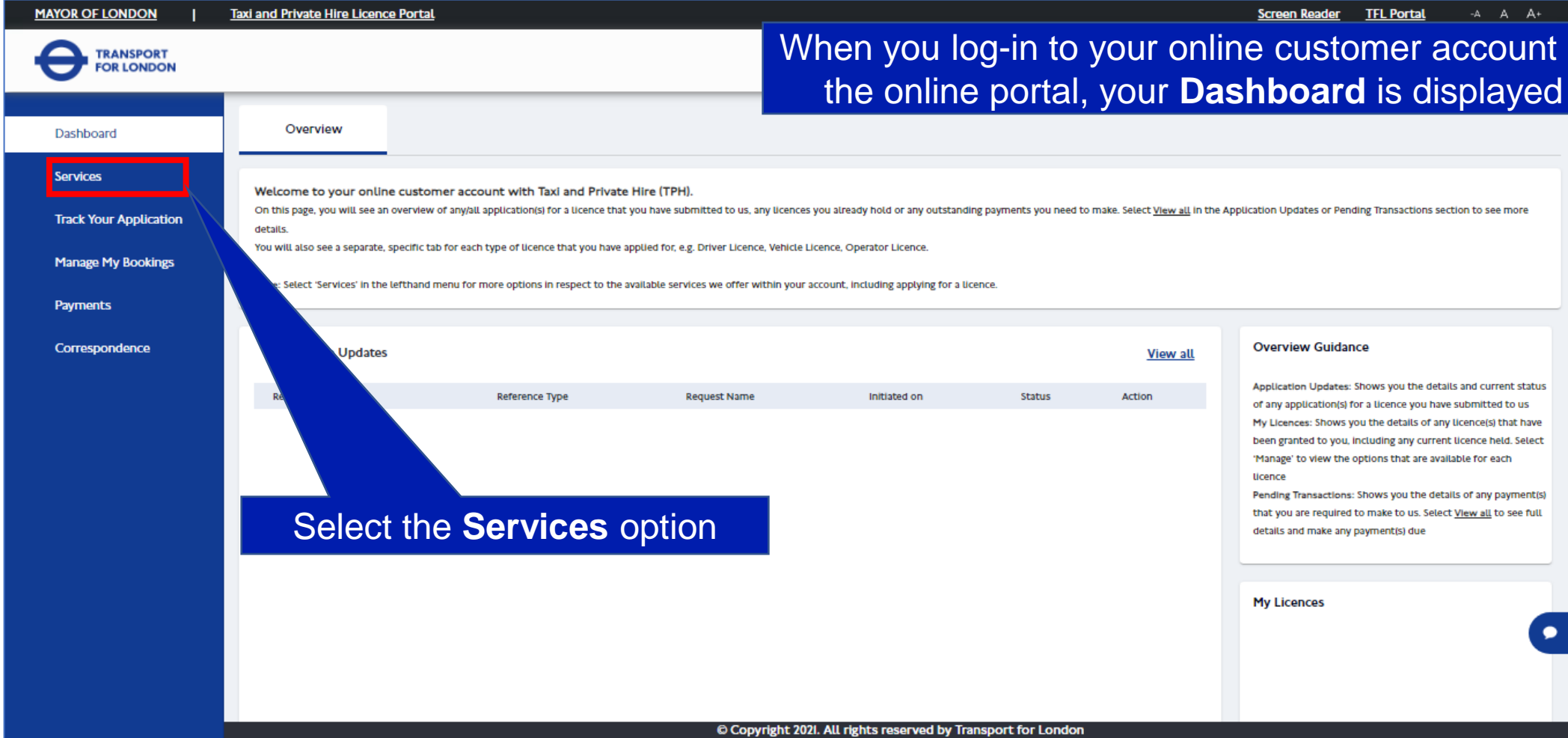
From your Dashboard, select Operator Licence and then scroll down to see your Operator Upload information. The Status will be shown for each Upload period



How to advise that you are 'Not Trading'
for any upload periods in support of your
London PHV Operator's Licence



How to advise you were not trading for any upload period(s)



The screenshot shows the 'Taxi and Private Hire Licence Portal' dashboard. A blue callout box at the top right states: 'When you log-in to your online customer account on the online portal, your **Dashboard** is displayed'. On the left-hand menu, the 'Services' option is highlighted with a red box, and a blue callout box with an arrow pointing to it says: 'Select the **Services** option'. The main content area includes a welcome message, a table of updates, and a 'My Licences' section. The footer contains the copyright notice: '© Copyright 2021. All rights reserved by Transport for London'.

MAYOR OF LONDON | Taxi and Private Hire Licence Portal

Screen Reader TFL Portal -A A A+

TRANSPORT FOR LONDON

Dashboard

Services

Track Your Application

Manage My Bookings

Payments

Correspondence

Overview

Welcome to your online customer account with Taxi and Private Hire (TPH).
On this page, you will see an overview of any/all application(s) for a licence that you have submitted to us, any licences you already hold or any outstanding payments you need to make. Select [View all](#) in the Application Updates or Pending Transactions section to see more details.
You will also see a separate, specific tab for each type of licence that you have applied for, e.g. Driver Licence, Vehicle Licence, Operator Licence.
Please select 'Services' in the lefthand menu for more options in respect to the available services we offer within your account, including applying for a licence.

Application Updates [View all](#)

Reference Type	Request Name	Initiated on	Status	Action
----------------	--------------	--------------	--------	--------

Overview Guidance

Application Updates: Shows you the details and current status of any application(s) for a licence you have submitted to us
My Licences: Shows you the details of any licence(s) that have been granted to you, including any current licence held. Select 'Manage' to view the options that are available for each licence
Pending Transactions: Shows you the details of any payment(s) that you are required to make to us. Select [View all](#) to see full details and make any payment(s) due

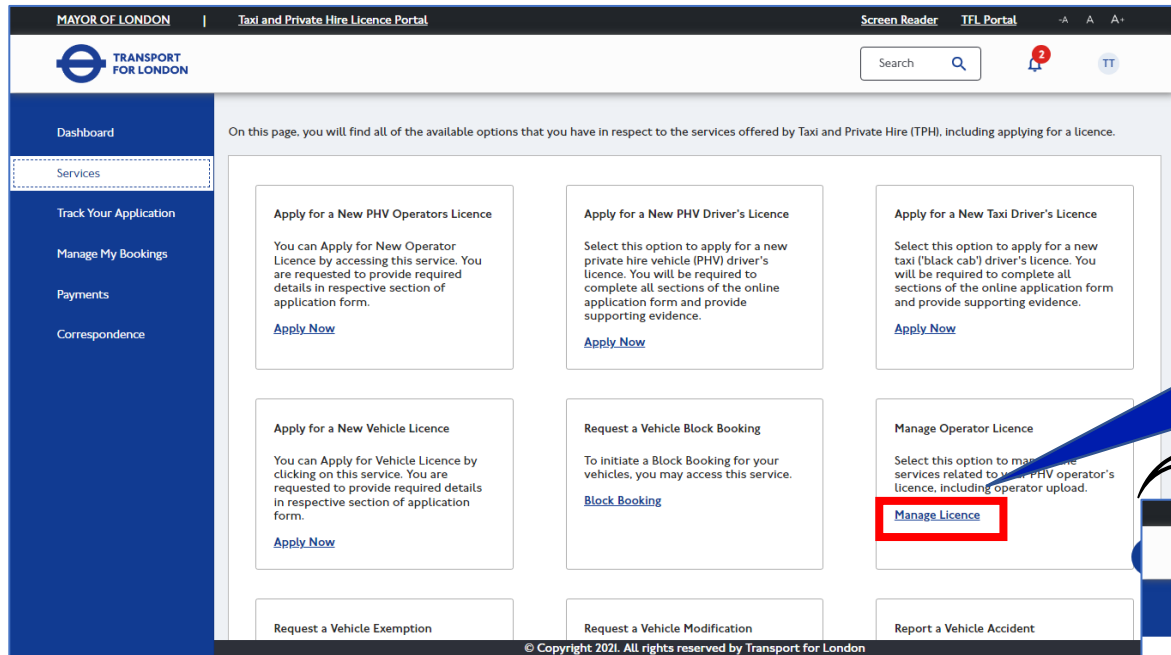
My Licences

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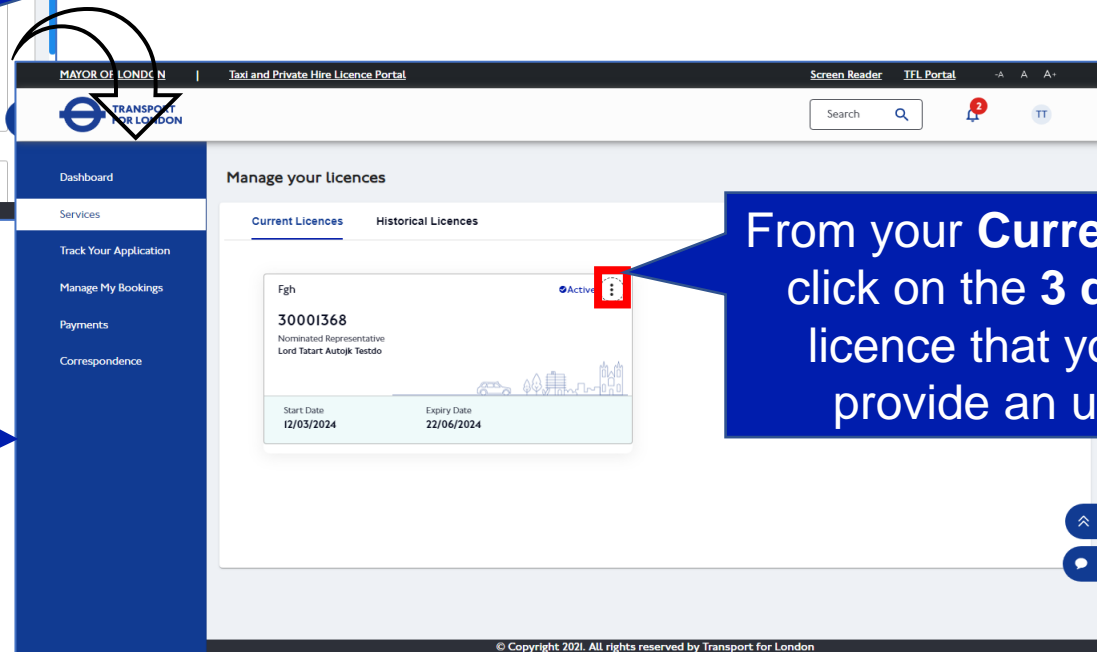
Taxi and Private Hire Portal

How to advise you were not trading for any upload period(s)



The **Services** page is displayed

From the **Manage Operator Licence** card, click **Manage Licence**



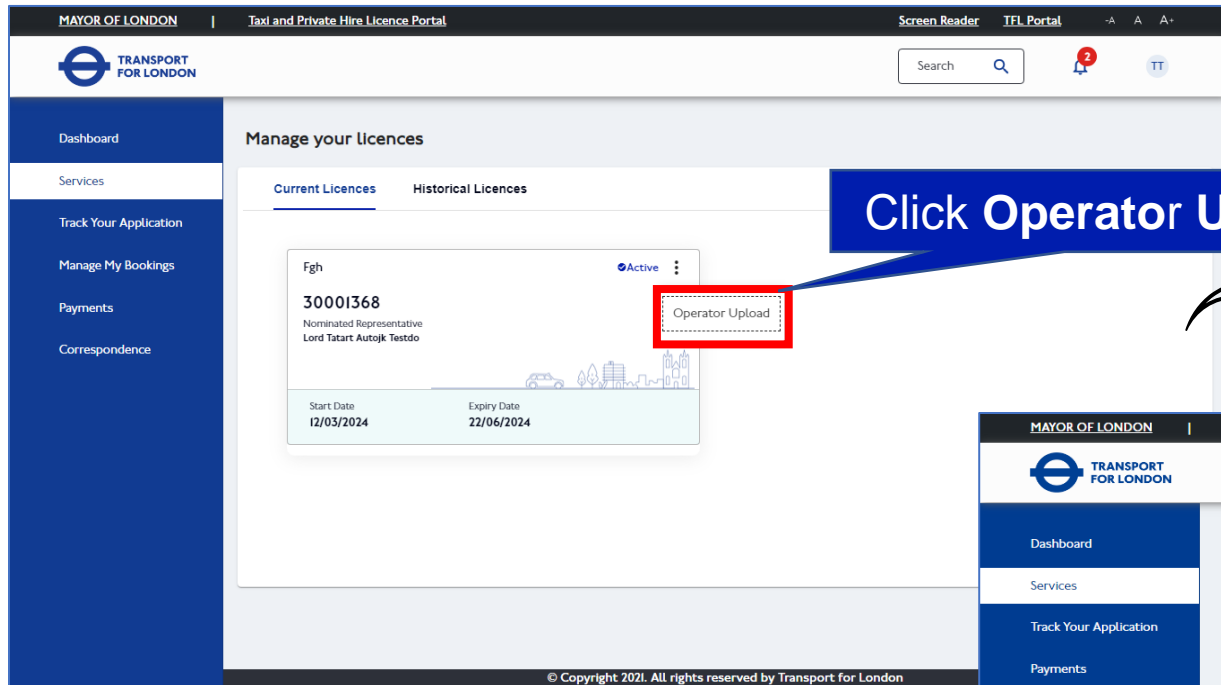
The **Manage your licences** page will open with all your **Current Licences** displayed (and any **Historical Licences**)

From your **Current Licences** click on the **3 dots** for the licence that you want to provide an upload for



Taxi and Private Hire Portal

How to advise you were not trading for any upload period(s)



MAYOR OF LONDON | Taxi and Private Hire Licence Portal

TRANSPORT FOR LONDON

Search

Dashboard

Services

Track Your Application

Manage My Bookings

Payments

Correspondence

Manage your licences

Current Licences Historical Licences

Fgh Active

30001368
Nominated Representative
Lord Tatart Autojok Testdo

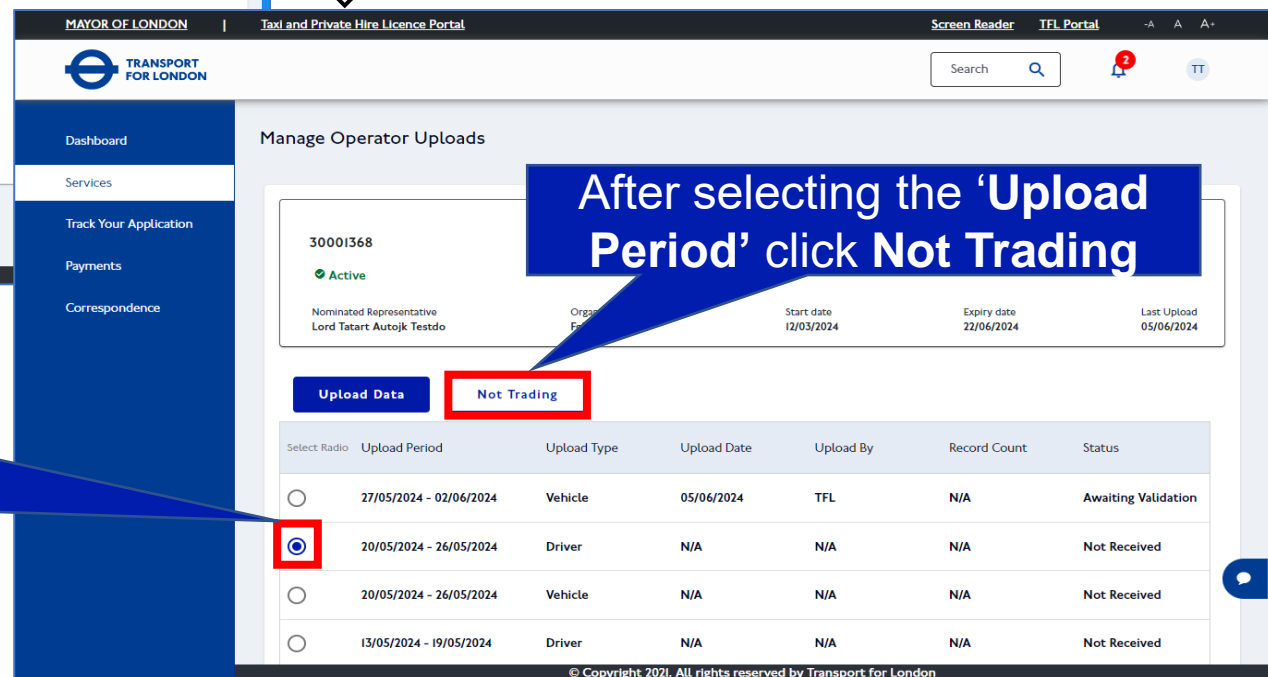
Operator Upload

Start Date: 12/03/2024 Expiry Date: 22/06/2024

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Click Operator Upload

The Manage Operator Uploads page is displayed with all the relevant Upload Period details shown



MAYOR OF LONDON | Taxi and Private Hire Licence Portal

TRANSPORT FOR LONDON

Search

Dashboard

Services

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Correspondence

Manage Operator Uploads

30001368
Active

Nominated Representative: Lord Tatart Autojok Testdo

Start date: 12/03/2024 Expiry date: 22/06/2024 Last Upload: 05/06/2024

Upload Data Not Trading

Select Radio	Upload Period	Upload Type	Upload Date	Upload By	Record Count	Status
<input type="radio"/>	27/05/2024 - 02/06/2024	Vehicle	05/06/2024	TFL	N/A	Awaiting Validation
<input checked="" type="radio"/>	20/05/2024 - 26/05/2024	Driver	N/A	N/A	N/A	Not Received
<input type="radio"/>	20/05/2024 - 26/05/2024	Vehicle	N/A	N/A	N/A	Not Received
<input type="radio"/>	13/05/2024 - 19/05/2024	Driver	N/A	N/A	N/A	Not Received

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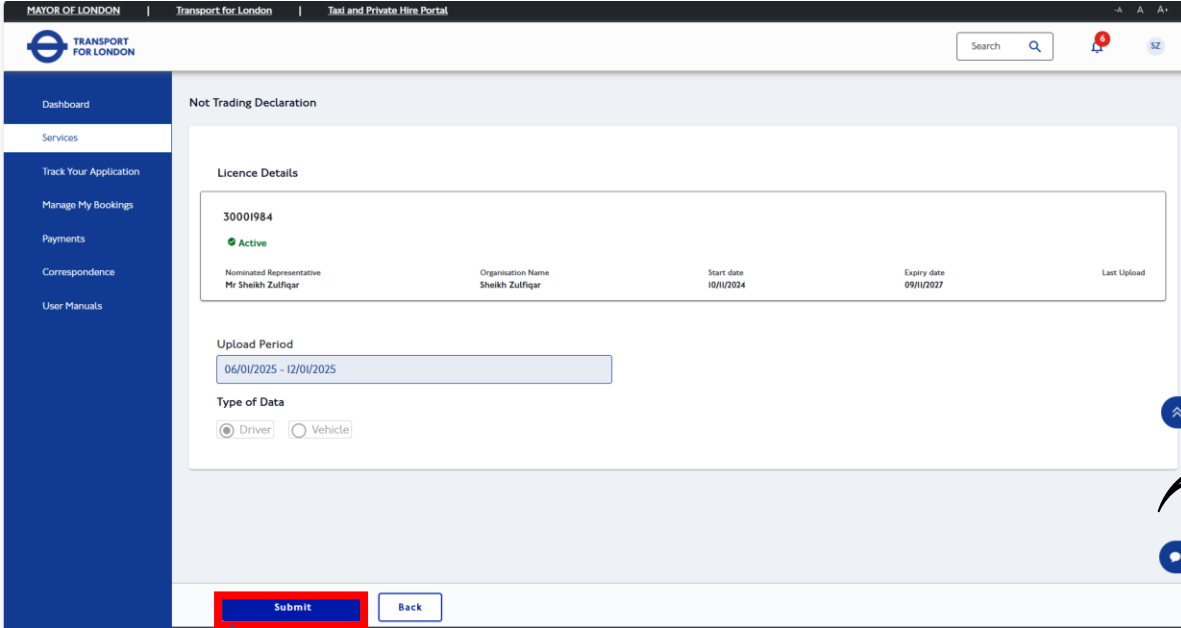
After selecting the 'Upload Period' click Not Trading

For the relevant Upload Period you want to provide data for, select the radio button for the 'Upload Type' you intend to provide – either for 'Driver' or 'Vehicle'



Taxi and Private Hire Portal

How to advise you were not trading for any upload period(s)



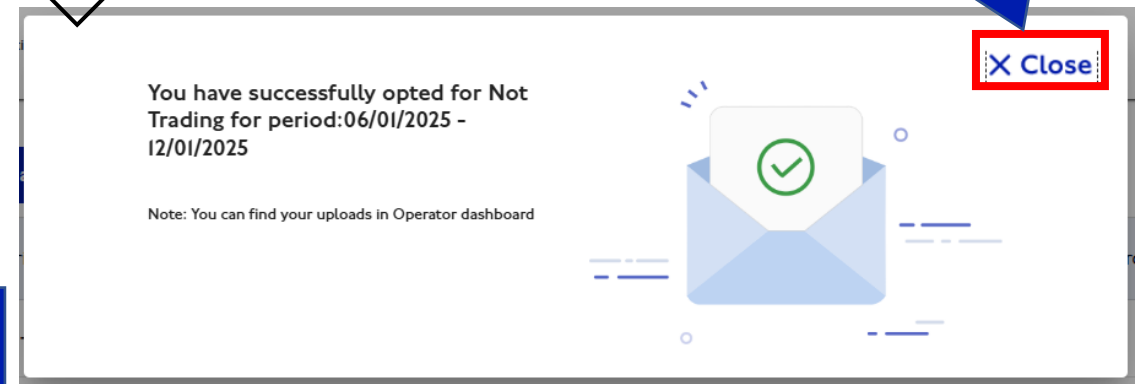
Nominated Representative	Organisation Name	Start date	Expiry date	Last Upload
Mr Sheikh Zufiqar	Sheikh Zufiqar	10/11/2024	09/11/2027	

The Not Trading Declaration page is displayed

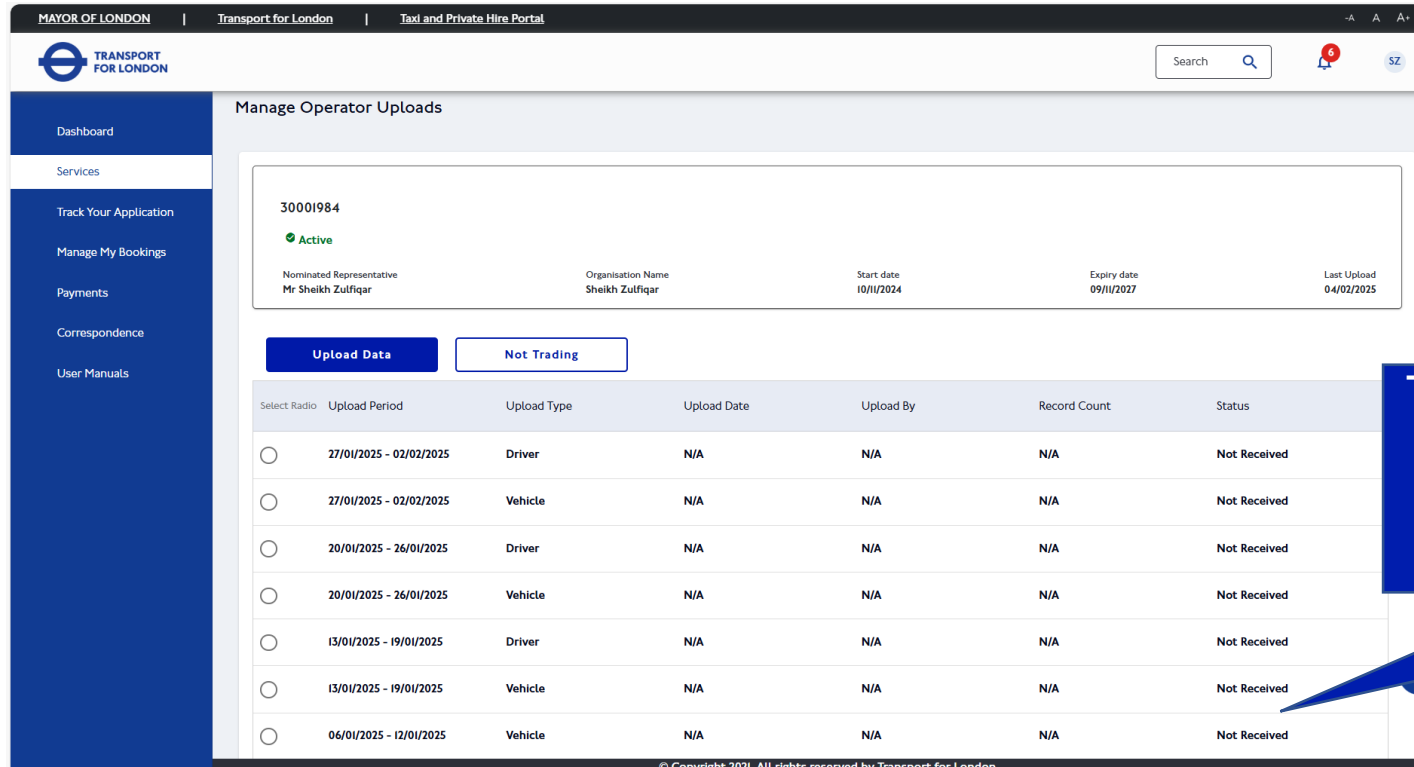
Click Submit

A confirmation pop-up is displayed indicating that you were not trading for the upload period

Click X Close



How to advise you were not trading for any upload period(s)



Manage Operator Uploads

30001984
Active

Nominated Representative: Mr Sheikh Zufiqar
Organisation Name: Sheikh Zufiqar
Start date: 10/11/2024
Expiry date: 09/11/2027
Last Upload: 04/02/2025

Upload Data | **Not Trading**

Select Radio	Upload Period	Upload Type	Upload Date	Upload By	Record Count	Status
<input type="radio"/>	27/01/2025 - 02/02/2025	Driver	N/A	N/A	N/A	Not Received
<input type="radio"/>	27/01/2025 - 02/02/2025	Vehicle	N/A	N/A	N/A	Not Received
<input type="radio"/>	20/01/2025 - 26/01/2025	Driver	N/A	N/A	N/A	Not Received
<input type="radio"/>	20/01/2025 - 26/01/2025	Vehicle	N/A	N/A	N/A	Not Received
<input type="radio"/>	13/01/2025 - 19/01/2025	Driver	N/A	N/A	N/A	Not Received
<input type="radio"/>	13/01/2025 - 19/01/2025	Vehicle	N/A	N/A	N/A	Not Received
<input type="radio"/>	06/01/2025 - 12/01/2025	Vehicle	N/A	N/A	N/A	Not Received

The **Manage Operator Uploads** page is displayed

The **Upload Period** that you recorded as **“Not Trading”** will no longer appear in the list of Upload Periods that data needs to be provided for

You can then continue to provide the required upload data for any other remaining Upload Period(s)



How to advise you were not trading for any upload period(s)

MAYOR OF LONDON | Transport for London | Taxi and Private Hire Portal

TRANSPORT FOR LONDON

Dashboard | Overview | **Operator Licence** | Vehicle Licence

On this page, you will see details of any/all application(s) for an operator's licence that you have submitted to us, any operator licences you already hold or the details of any operator uploads that need to be provided to us. Select [View all](#) or + within the relevant section to see more details.

Note: Select 'Services' in the lefthand menu for more options in respect to the available services we offer within your account, including applying for a licence.

Application Updates

[View all](#)

Reference Number	Reference Type	Request Name	Initiated on	Status	Action
30001984	Operator Application/Licence	PHV Operator Licence - Variation Application (Postal)	22/11/2024	Decision Made	More ▾
30001984	Operator Application/Licence	PHV Operator Licence - New Application (Postal)	08/11/2024	Decision Made	More ▾
OAPP00010625	Operator Application/Licence	PHV Operator Licence - New Application (Postal)	08/11/2024	Decision Made	More ▾

Operator Upload

Licence Number :

Upload period	Uploaded on	Uploaded by	Record count	Upload type	Status
27/01/2025 - 02/02/2025	N/A	N/A	N/A	Driver	Not Received
27/01/2025 - 02/02/2025	N/A	N/A	N/A	Vehicle	Not Received

Operator Licence Guidance

Application Updates: Shows you the details and current status of any application(s) for an operator's licence you have submitted to us

Operator Upload: Shows you the details and current status of any operator uploads needing to be submitted to us. Select a licence number to view further details.

My Licences: Shows you the details of any operator licences that have been granted to you, including any current licences held. Select 'Manage' to view the options that are available for each operator's licence

My Licences

Private Hire Operator Licence
Number: 30001984
Expiry date: 09/11/2027

You can also view the details of your uploads from with your **Dashboard**

From your **Dashboard**, select **Operator Licence** and then scroll down to see your **Operator Upload** information. The **Status** will be shown for each Upload period



We hope that you have found this information helpful and that you have been able to successfully find, and use, the option to provide an upload of the details for your drivers and vehicles in support of your London PHV Operator's Licence from within your online customer account.

Should you have had any difficulty with this, please contact us at operators@tph.tfl.gov.uk



PRIVATE HIRE

