

Reference: 6496
Date: 25 July 2016

Crony Trading Ltd
Flat 2, 218
Portland Road
South Norwood
London
SE25 4QB

Dear Mr Waweru,

Operator Data transfer

Thank you for working with us to set up the transfer of your vehicle and Private Hire driver data. I can confirm that the data you submitted has been transferred successfully and has met Transport for London requirements. This will now be used for data analysis purposes.

You are reminded

As per the new Private Hire Regulations you are required to e-mail us details of the drivers and vehicles you have used to fulfill private hire bookings, or have had available to you to fulfill bookings on an ongoing basis.

Frequency

For the next three months, you will be required to e-mail your driver and vehicle data on the first of each month to TPHOperatorDataShare@tfl.gov.uk.

You are required to provide us with your next upload on 1 August 2016. This should cover the period from 1 July 2016 – 31 July 2016. Please ensure the correct format is used.

Thereafter you will be required to provide us with the data on the following dates:

- 1 September 2016 confirming data for 1 August – 30 August
- 3 October 2016 confirming data for 1 September – 30 September

From 3 October 2016 the frequency will change from monthly to weekly. This will mean that on **Monday 3 October 2016**, you will need to send us your driver and vehicle details for the previous week.

You will be required to provide us with this information on an ongoing basis.

Please see below a list of all relevant dates in October, as an example:

- 3 October 2016 confirming data for week commencing 26 September*
- 10 October 2016 confirming data for week commencing 3 October
- 17 October 2016 confirming data for week commencing 10 October
- 24 October 2016 confirming data for week commencing 17 October
- 31 October 2016 confirming data for week commencing 24 October

Where to send

Please send the vehicle and private hire driver data to the following e-mail address:-

TPHOperatorDataShare@tfl.gov.uk

Please ensure that you add the following to the subtitle of your e-mails when submitting your data. This will help us identify your e-mails in the future:-

Operator licence number- Operator name

An example would be **123456-Smith Cars**

Similarly can you also use the following format for your files:-

PHV Operator Licence Number-Operator Name-Vehicle-Month

An example would be **123456-Smith Cars-Vehicle- June**

[If you have any queries please do not hesitate to contact me on 0203 054 8755.](tel:02030548755)

[Yours Sincerely,](#)



Waheed Ahmed

TfL Licensing CSR

London Taxi & Private Hire | Transport for London

*We recognise that some of this data will have been provided in the previous monthly upload